

**ORCHARD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 19,2024**

PRESENT:

Doug McFarland, President
Ann Marie Newbury, Vice President
Peggy Errington, Library Director
Peggy Snajczuk, ACT Liaison via phone
Marianne Eimer, Secretary via phone

ABSENT:

Paul Pietrantone, School Liaison (Excused)
Friends of the Library liaison

Opening:

Doug McFarland requested all Board members to observe a moment of silence to honor our friend and former Board member, Jack Hinners. Members also shared special remembered times with Jack and all noted he will be missed.

The meeting was opened by Doug McFarland at 9:08 AM.

Minutes:

The minutes were approved from our last meeting on a motion from Doug McFarland and seconded by Ann Marie Newbury. Motion carried.

Treasurer's Report:

Doug McFarland gave the financial report, noting that there is nothing new with the community funds, which are still solvent. The Treasurer's Report showed that Vouchers 1039 - 1047 were approved for operating funds and Vouchers 519 - 523 were approved for donated funds. Marianne Eimer moved to approve the report, seconded by Ann Marie Newbury. Motion carried.

Contracting Library Financial Report:

Peggy Errington reported that financial figures are still in the black, even though the Central Library has higher expectations for the amount that the Orchard Park Public Library will collect. Ann Marie Newbury moved to approve and was seconded by Doug McFarland. Motion carried.

Librarian's Report:

Peggy Errington reported the Orchard Park Public Library statistics are slightly down in January due to some weather-related closings. Computer access figures were down due to closings for 2 and ½ days. Statistics did show that the Escape Room was constantly in use for the times that it was available. It was also noted that Tim Allman attended Library Advocacy Day in Albany, representing libraries in the Southtowns. Ann Marie Newbury moved to approve the report, seconded by Doug McFarland. Motion carried.

Building and Grounds Report:

Peggy Errington reported that the batteries in the security system required to keep the Orchard Park Public Library functioning smoothly have been replaced. Town maintenance guided the replacement process.

Doug McFarland moved to approve the report, seconded by Ann Marie Newbury. Motion carried.

ACT Meeting:

Peggy Snajczuk reported that the meeting held March 9, 2024 at the Central Library was successful. The information shared was viewed as useful and valuable for Trustees of the Buffalo & Erie County Public Libraries. The next general meeting will be held in May. Doug McFarland moved to approve the report, seconded by Marianne Eimer. Motion carried.

Friends of the Library:

There are no representatives present but Peggy Errington attended the latest Board meeting. The March Pop-Up Book Sale made approximately \$1,000. A Board meeting was scheduled for Thursday, March 21st. A Special Sale has been scheduled for June, 2024. Additional Pop-Up sales will be discussed. The application deadline for the Friends Scholarship is April 1, 2024. Available to any high school students who have an Orchard Park mailing address, the student will be awarded \$1,000.

Other:

Doug McFarland reported on two outside areas that need attention. He noticed the trim near the gutter is ripped and the Town should be notified. Also, the flag has dropped about 3 feet and appears to be worn out. We will approach the Town for a replacement. Robert will measure to get the correct size ordered, and the Ace Flag Company will be contacted for pricing should we need to replace it ourselves.

Unfinished Business:**Library Expansion Planning:**

Expansion plans will continue to be discussed. Ann Marie Newbury will request the Friends group to forward student scholarship applications reflecting the importance of the Orchard Park Public Library to their educational achievements and future goals.

Library Upholstery Update:

Peggy Errington reported that the ordered material to be used will not arrive until May, which will then take 6 – 8 weeks to be installed. Robert will then transport the furniture when notified.

AED Box Installation:

Peggy Errington reported that the AED Box built to house the AED unit was installed in the hall by the Restrooms, and a location sign will be put up.

Kwikboost Edgepower tabletop charging stations:

Peggy Errington reported she has not been able to speak with anyone at the company so has requested this topic be tabled. She is emailing them to request an in-person phone conversation and will reintroduce the topic at that time. This product is currently in use at the East Aurora Public Library, and has heavy use. Cost is approximately \$1200 - \$1300 and appears to be worth the investment.

New Business:

Board of Trustee vacancies: The vacancies are for the Financial Officer position and the Secretary position. Currently, Ann Marie Newbury will assume the duties of the Financial Officer until the position can be permanently filled. Marianne Eimer will take on the duty of initialing all vouchers. Peggy Snajczuk will temporarily fulfill the duties of the Board Vice-President until Ann Marie Newbury is able to return to her duties as Vice-President. Marianne Eimer is resigning her position as Secretary as of July 16, 2024. Ann Marie Newbury will be loading a Board Member Interest Form on the Library's Facebook

page which can be submitted online. There will also be a link to the Board Member Interest Form on the Library's website facilitating online submission.

Handbook of the Library Board of Trustees (revised):

Peggy Errington will be distributing all new copies of the Handbook of the Library Board of Trustees to current Board members.

Annual New York State Report:

During the March 19, 2024 Board meeting, we the members of the Board of Trustees for the Orchard Park Public Library provisionally approve the Annual New York State Report. Doug McFarland made a motion to approve, seconded by Ann Marie Newbury. Motion carried.

Revised Suspension of Library Privileges documents:

A vote was taken to approve the Patron Suspension, Reinstatement, and Appeal Processes for patrons of the Orchard Park Public Library. Based on those in place at the Buffalo & Erie County Public Libraries, these documents were amended as of March 19, 2024 for the Orchard Park Public Library. Doug McFarland made a motion to approve, seconded by Peggy Snajczuk. Motion carried.

Solar Eclipse April 8, 2024

A vote was taken to approve the closing of the Orchard Park Public Library on April 8th, 2024 due to extraordinary traffic conditions for viewing the Solar Eclipse. Doug McFarland moved to approve, seconded by Ann Marie Newbury. Motion carried.

Annual Trustee Education credits:

Peggy Errington reminded the Board members that all members need to complete the recommended Education credits this year. Please notify her when you have done so.

Conflict of Interest forms:

Peggy Errington reminded Board members to submit completed Conflict of Interest forms to her for her internal files this Spring, 2024.

Adjournment:

Motion to adjourn made by Doug McFarland and seconded by Ann Marie Newbury. Motion carried.
Meeting adjourned at 10:02 AM.

Respectfully submitted by Marianne Eimer, Secretary