

**ORCHARD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 16, 2023**

PRESENT:

Doug McFarland, President
Ann Marie Newbury, Vice President
Peggy Errington, Library Director
Jack Hinnners, Treasurer via phone
Peggy Snajczuk, ACT Liaison
Marianne Eimer, Secretary
John O'Connor, Vice Pres. of Friends of the Orchard Park Library
Christopher Sasiadek, System Trustee liaison to OPK

ABSENT:

Paul Pietrantone, School Liaison
Conor Flynn, Town Representative

Opening:

The meeting was opened by Doug McFarland at 9:02 AM.

Minutes:

The minutes were approved from our last meeting on a motion from Jack Hinnners and seconded by Marianne Eimer. Motion carried.

Treasurer's Report:

Jack Hinnners reported that community funds are still solvent. The Treasurer's Report showed that Vouchers 1006 - 1013 were approved for operating funds and Vouchers 509 - 510 were approved for donated funds. Doug McFarland moved to approve the report, seconded by Ann Marie Newbury. Motion carried.

Contracting Library Financial Report:

Peggy Errington reported that financial figures are within the parameters of the current budget. Library materials are not being returned in a timely manner resulting in the need to increase the reminders to patrons when items are overdue. Doug McFarland moved to approve the report, seconded by Ann Marie Newbury. Motion carried.

Librarian's Report:

Peggy Errington reported that library programming services statistics reflect a return to normalcy with pre-pandemic attendance, including such events as ArtSplash! which allowed unlimited entry. All numbers are up system-wide. She also reported that the opening of the Seed Library was well received by 40 people who attended. Full-time Staff member Tim Allman worked very hard to make this happen. Doug McFarland moved to approve the report, seconded by Marianne Eimer. Motion carried.

ACT Meeting:

Peggy Snajczuk reported that the next meeting will be held Saturday, May 19th, at the Central Library. There will only be in-person attendance. She indicated that calendar scheduling will begin in Fall 2023. Doug McFarland moved to approve the report, seconded by Jack Hinnners. Motion carried.

Friends of the Library:

John O'Connor reported that the Friends hosted a sale last weekend, taking in \$1,700.00 in sales. There will be another sale scheduled in late Fall 2023. Student volunteers came to take down shelving at the end of the sale. An additional 11 new members joined during the sale. Doug McFarland moved to accept the report, seconded by Marianne Eimer. Motion carried.

Other:

The Orchard Park Public Library Board of Trustees meeting has a change in meeting time for the July 18th 2023 meeting. It is now scheduled to start at 6:00 PM instead of the 9:00 AM time slot. As always, the meeting is open to the public.

Unfinished Business:

Ann Marie Newbury was able to meet with two Town Councilmen to discuss improved communication. Conor Flynn's term ends December 3rd which is the earliest another Councilmen could be appointed to be a liaison to the Library.

New Business:**Revised Disaster Plan:**

Peggy Errington reported that all Full-time staff have read the plan. Doug McFarland recommended that all staff review the plan twice a year. Also, the plan should return to the Board's agenda every 3 years for Board members' review. Doug McFarland moved the Revised Disaster Plan be approved with the above-mentioned changes. Ann Marie Newbury seconded the motion and it was approved.

2022 Orchard Park Library Annual Report to the Community:

Peggy Errington stated this Year in Review Annual Report includes hosted activities and all statistics compiled by the Library for the last year. Doug McFarland moved to approve the report and Peggy Snajczuk seconded. Motion carried.

2023 Conflict of Interest Disclosures:

Peggy Errington reminded Board members that everyone needed to complete this form and make sure the Town Clerk's office has a copy of it.

2022 Comptroller's Report Filing:

Peggy Errington reported that this is an annual filing which is handled by Jack Hinnens in his role as the Board Treasurer.

ArtSplash! Reception:

This reception is to take place on Friday May 19th from 7 – 9PM.

OPK Contracting Library Report to the Library System:

Peggy Errington reported it was Orchard Park Library's turn to deliver the Contracting Library Report to the B&ECPL System.

The next Board of Trustees meeting is scheduled for July 18th, 2023 at 6:00PM.

Adjournment:

Motion to adjourn made by Doug McFarland. Seconded by Marianne Eimer. Motion carried. Meeting adjourned at 10:17 AM.

Respectfully submitted by Marianne Eimer. Secretary.