

**ORCHARD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 18, 2023**

PRESENT:

Doug McFarland, President
Ann Marie Newbury, Vice President
Peggy Errington, Library Director
Jack Hinnners, Treasurer
Peggy Snajczuk, ACT Liaison
Marianne Eimer, Secretary
Andy Rogers, President, Friends of the Orchard Park Public Library
Julia Mombrea, OP Town Councilmember
Scott Honer, OP Town Councilmember

ABSENT:

Paul Pietrantone, School Liaison
Conor Flynn, Town Representative

Opening:

The meeting was opened by Doug McFarland at 6:00 PM.

Minutes:

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

Treasurer's Report:

Jack Hinnners reported that community funds are still solvent. The Treasurer's Report showed that Vouchers 1014 - 1016 were approved for operating funds and Vouchers 511 - 513 were approved for donated funds. Doug McFarland moved to approve the report, seconded by Marianne Eimer. Motion carried.

Contracting Library Financial Report:

Peggy Errington reported that financial figures are consistent with the parameters of the current budget. The Orchard Park Library budget covers the cost of garbage removal and water bills, with the B&ECPL responsible for the balance of budget costs. Doug McFarland moved to approve the report, seconded by Ann Marie Newbury. Motion carried.

Librarian's Report:

Peggy Errington reported that within the B&ECPL system, Orchard Park Public Library statistics indicate it is in 4th place for the number of items being circulated and 1st within the system for number of people entering the building. Another feature mentioned is the WIFI capability now offered in the library's parking lot. Doug McFarland moved to approve the report, seconded by Ann Marie Newbury. Motion carried.

ACT Meeting:

Peggy Snajczuk reported that the last meeting was held Saturday, May 19th, at the Central Library. 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:

Andy Rogers reported there is a new emphasis on updating technology skills for Friends Board members. He also mentioned that members are working on updating the bylaws. The Friends of the Orchard Park Library Group has recently joined the Orchard Park Chamber of Commerce. Doug McFarland moved to accept the report, seconded by Marianne Eimer. Motion carried.

OPCS Liaison:

Paul Pietrantone continues in his role as the OPCS Liaison on the Orchard Park Public Library Board of Trustees.

Unfinished Business:

Orchard Park Town Councilmembers Julia Mombrea and Scott Honer were able to attend this Board meeting. Ms. Mombrea is now acting as the Town Board liaison to the Orchard Park Public Library Board of Trustees, and expects to be appointed in December, 2023.

Library Expansion Planning:

Efforts to investigate a thoughtful and fiscally responsible Library expansion plan will continue with input from community members, Library Board members and Town Board members.

New Business:

The Orchard Park Public Library Board of Trustees voted to approve the 2023 System Contract. Doug McFarland made a motion to approve the System Contract, seconded by Ann Marie Newbury. It was unanimously approved.

New Library Phone system:

Peggy Errington reported that the current phone system operated in the Orchard Park Public Library is starting to have equipment failure. She has been investigating current systems in other Town public libraries and recommended using Wire Tech. She will forward the official quote when it is received. The Board members have authorized her to spend up to \$6,000 to fund the complete system. Doug McFarland moved to authorize this expenditure, seconded by Ann Marie Newbury. Motion approved.

Trustee Education Assurance Forms:

Peggy Errington reminded the Trustee Board Members that forms need to be completed annually to comply with the Trustee continuing education requirements to maintain Trustee status. These requirements can be fulfilled either through in-person meetings or online webinars.

The next Board of Trustees meeting is scheduled for September 19, 2023 at 9:00 AM.

Adjournment:

Motion to adjourn made by Doug McFarland. Seconded by Peggy Snajczuk. Motion carried. Meeting adjourned at 7:40 PM.

Respectfully submitted by Marianne Eimer. Secretary.