

**ORCHARD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 19,2023**

PRESENT:

Ann Marie Newbury, Vice President
Peggy Errington, Library Director
Jack Hinnners, Treasurer
Peggy Snajczuk, ACT Liaison via phone
Marianne Eimer, Secretary

EXCUSED ABSENCE:

Doug McFarland, President
Paul Pietrantone, School Liaison

ABSENT:

Conor Flynn, Town Representative

Opening:

The meeting was opened by Ann Marie Newbury at 9:03 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. Major adjustments result from the market values of commercial funds. The Treasurer's Report showed that Vouchers 1017 – 1025. were approved for operating funds and Vouchers 514 - 515 were approved for donated funds. Ann Marie Newbury moved to approve the report, seconded by Marianne Eimer. Motion carried.

Contracting Library Financial Report:

Peggy Errington reported that the Central Library has indicated that the Orchard Park Public Library has adequate funds to cover maintenance costs. There is no revenue generated from fines, lost books or photo copies. Jack Hinnners moved to approve the report, seconded by Peggy Snajczuk. Motion carried.

Librarian's Report:

Peggy Errington reported that within the B&ECPL system, Orchard Park Public Library statistics indicate August attendance statistics are up by approximately 1,000 visitors. The newly established Seed Library was well received but more participant feedback would be helpful. Next year's supply of seeds will be ordinary in nature, not the "Super Seeds" provided this year. Librarians provided more outreach programs this summer. Information tables were set up at the Train Station Coop meetings and at the Windom Elementary School during their "Back to School" Orientation. Peggy Errington reported there were regular inspections for the building, with nothing out of the ordinary. Marianne Eimer moved to approve the report, seconded by Jack Hinnners. Motion carried.

ACT Meeting:

Peggy Snajczuk reported that there will be a meeting during the week September 25th to set the 2023-2024 calendar. A subcommittee on the contract was meeting on September 19, 2023.

Friends of the Library:

None of the representatives of the Friends of the Orchard Park Library were able to attend. Ann Marie Newbury reported she is helping to establish an electronic presence for the group, with website revisions and a functioning online membership form. A Pop-Up book sale is tentatively scheduled for November, 2023 which focuses on children's books and coffee table books. A full book sale is scheduled to be held in March, 2024. New members and new Board members for this group are always welcome.

Unfinished Business:**Library Expansion Planning:**

Ann Marie Newbury reported that she is visiting 8 libraries within the Buffalo & Erie County Public Library system to collect data and impressions of Area and Meeting rooms, including maximum meeting capacity and total library square footage. She is planning to help start conversations with Town representatives which will offer a clearer picture of what the Orchard Park Public Library considers expansion needs to better serve the Community. She is working with Conor Flynn to find Library expansion grants. However, a Feasibility report for this Library is still needed.

Library Upholstery:

Peggy Errington reported she has sent photos to local upholsterers for furniture needing to be updated. A faster turnaround time was essential for the success of this project. She is waiting for responses and will email Board members when she has information to share. The Friends Group may be able to supply funds to help with the cost.

New Library Phone system:

Peggy Errington reported that the new phone system being considered turned out to be too costly for what it provided. Updating the current system by purchasing 3 new handsets plus batteries has worked to provide adequate phone service. Ability to change the outgoing system remotely is now possible for Library personnel. Ann Marie Newbury moved to approve this report, seconded by Marianne Eimer. Motion approved.

New Business:**Procurement Policy Review, 2023**

The Orchard Park Public Library Board of Trustees voted to approve the Procurement Policy Review, keeping the limit of \$5,000 maximum cost to avoid 3 bids for merchandise or services. The approved Procurement Policy will be forwarded to the Central Library where it will be added to the Orchard Park Public Library website. Ann Marie Newbury made a motion to approve the Procurement Policy, seconded by Jack Hinners. It was unanimously approved.

Bequest: Patricia Kulczyk

Peggy Errington reported that Mrs. Kulczyk's family member contacted her to notify her that the Orchard Park Public Library has received a bequest from her estate which would take place when the stock has been transferred to a Library account. Peggy Errington will continue to investigate the possibilities of this transfer to take place in, while working closely with the Central Library Personnel who have legal and financial responsibilities for the B&ECPL system.

The next Board of Trustees meeting is scheduled for November 21, 2023 at 9:00 AM.

Adjournment:

Motion to adjourn made by Marianne Eimer. Seconded by Ann Marie Newbury, Motion carried.
Meeting adjourned at 9:48 AM.

Respectfully submitted by Marianne Eimer. Secretary.