

**ORCHARD PARK PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
July 20, 2021**

**PRESENT:**

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

**Excused:**

Wendy Gloss, School Liaison  
Victoria Sturman, Friends  
Conor Flynn, Town Representative

**Opening:**

The meeting was opened by Doug McFarland at 8:02 AM.

**Minutes:**

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

**Treasurer's Report:**

The Treasurer's Report showed that Vouchers 328-332 were approved for operating funds and Voucher 477 was 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 Central Business Office is now reevaluating revenue contributions that are expected to be generated from the Orchard Park Library. Fines are now being collected and numbers are on the upswing. Doug McFarland moved to approve the report and was seconded by Ann Marie Newbury. All approved.

**Librarian Report:**

Peggy Errington reported that all library usage statistics are up except for computer usage. There were 1,400 circulated items after July 4<sup>th</sup>, and story time slots are now offered 3 times per week which have encouraged entire families to participate. With the addition of the new toy kitchen and easily cleaned furniture, several days' statistics show a marked increase in the number of items circulated per day. The Meeting Room is now booking events for the Fall and the Teen Volunteer Program is back. Limited acceptance of donations is happening but the Sorting Room is out of storage space. Doug McFarland moved to approve the report and was seconded by Ann Marie Newbury.

**Buildings & Grounds Report:**

Peggy Errington reported that the commercial vacuum was replaced in June. The Town pruned the bushes and mulched. The new water system was ordered and installed but had not yet been used due to the amount of rainfall this month.

**ACT Meeting:**

Peggy Snajczuk reported that there was no update.

**Friends of the Library:**

Peggy Errington reported that Friends members are needed to return to volunteer positions in order to evaluate what donations are here now. An outdoor tent book sale was discussed as a possibility.

**Other:**

Peggy Snajczuk reported that while on vacation she was in touch with a local small town private library which is exploring a variety of funding sources to underwrite a library expansion. Options included having the town cover the design cost but not the construction cost. Matching funds required by government grants do not necessarily need to come from town budgets. She suggested the Board consider Interior Space redesign for the September meeting. Peggy Snajczuk will be contacting Ken Stone concerning design ideas.

**Unfinished Business:**

All replacement desk and chair requests submitted to the State Library Division Federal Stimulus Grant were approved. Central is ordering. Our share is 25% of the cost, with materials being ordered by Eaton and Demco. The old furniture is the property of Erie County and will be offered to Maintenance to sell. The furniture is scheduled to arrive 4 – 5 weeks after the order goes in and we will receive notification. The New York State of Emergency ended as of June 26, 2021. Peggy Errington reported that the Friends Group will use the recently ordered bookshelf for book cart sales and promotional materials and will reimburse payment. Existing shelves will be repurposed for the DVD collection.

**New Business:**

Peggy Errington reported that the Orchard Park Public Library annual contract with the BECPL needs to be signed by the Board President. She also reported the Orchard Park Public Library hours as follows: Monday, Tues. Thursday, 9:00AM – 8:00 PM, Wednesday 1:00PM – 8:PM, Friday 9:00AM – 5:00PM, Saturday 10:00AM – 5:00PM. In the Fall, Sunday hours will be 12:00PM to 5:00PM. These hours complete the minimum standards. Curbside pickup of ordered materials is still available. For the 2022 Personnel Budget, Peggy Errington reported that the Library had no employee lines cut, with very reasonable, generous terms for the operating budget continued.

**Adjournment:**

Motion to adjourn was made by Doug McFarland and seconded by Jack Hinnners. All approved. Meeting was adjourned at 9:45 AM.