

**ORCHARD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 16, 2021**

PRESENT:

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

Excused:

Jack Hidders, Treasurer
Wendy Gloss, School Liaison
Victoria Sturman, Friends

Opening:

The meeting was opened by Doug McFarland at 8:08 AM.

Minutes:

The minutes were approved from our last meeting on a motion from Peggy Snajczuk and seconded by Marianne Eimer.

Treasurer's Report:

The Treasurer's Report was given by Peggy Errington due to Jack's travel. Vouchers 312-320 were approved for operating funds and Vouchers 472-473 were approved for donated funds used to purchase items for the Rose Collection. Doug McFarland moved to approve the report, seconded by Marianne Eimer. Motion carried.

Contracting Library Financial Report:

Peggy Errington reported that there is currently a deficit due to lack of income normally generated by fees and fines which are not being collected. Central is allocating the necessary funds at this time. Doug McFarland moved to approve the report and was seconded by Marianne Eimer. All approved.

Librarian Report:

Peggy Errington reported there has been an upswing in use of the facilities and materials due to the lessening of the COVID-19 restrictions, with monthly improvements. The operating hours are now up to 55 hours per week, excluding Sundays. The schedule has been modified to reflect opening at 9:00 AM and closing at 8:00 PM on days the library has evening hours, as well as opening at 9:00 AM on Fridays. Next week a training program will be offered to help community members schedule a COVID-19 vaccine appointment online. Most programs continue to be offered in a virtual setting. At the end of April there will be in-person programming for children with limited participation. Once the weather improves for outside activities there will be increased offerings. Most staff members have returned to regular assigned duties. Library materials continue to be quarantined for 4 business days, preventing acceptance of any donations due to lack of storage space. Volunteers have not yet returned for service. Marianne Eimer moved to approve the report, seconded by Doug McFarland. All approved.

Building & Grounds Report:

Peggy Errington reported that Caretaker Robert Benning has refitted existing shelves for additional space to accommodate the Adult Mystery/Fiction shifting project. The keypad for the Alarm code has been replaced. The Town of Orchard Park Engineering Dept. has entered into a maintenance contract with M J Mechanical on behalf of the Orchard Park Public Library. Also, the Town will take over fiscal responsibility for the library's annual safety inspection of the fire/smoke alarm system. The Town has recommended that the MERV 13 HVAC filters be evaluated every 6 months for replacement purposes. Use of MERV 5 filters may be substituted once COVID-19 concerns have eased. Now that the weather is warming Robert is checking the water systems for outside landscapes. Doug McFarland suggested that soaker hoses be considered. COVID-19 cleaning/disinfecting protocols continue to be followed. Doug McFarland made a motion to approve the report and was seconded by Ann Marie Newbury. All approved.

ACT Meeting:

Peggy Snajczuk report that there will be a full ACT Board meeting at the end of March to review the online survey responses currently available to trustees. There are new NY State standards which need to be implemented for trustees, with help from ACT. Concerns include such issues as what should future programming trends look like and generally what community needs are libraries planning to meet. The suggestion was made that an ACT meeting could invite a speaker from NYLA who could address these and other pertinent issues. Doug McFarland moved to approve the report and was seconded by Peggy Snajczuk. All approved.

Friends of the Library:

Ann Marie noted that the Friends group is moving forward with the process of awarding scholarships to high school seniors. There is a possibility of a summer tent sale but nothing definite. No vote was taken for this report.

Unfinished Business:

Peggy Errington reported that the Orchard Park Public Library's Public Health Emergency Operations Plan has been forwarded to the unions providing library staff. The Librarian's Union has approved and returned the plan. She is waiting to hear from the CMU concerning their approval. It will be forward by April 1st to the appropriate State office.

New Business:

Peggy Errington submitted the "Orchard Park Public Library Annual Report For Public and Association Libraries – 2020" to the Board. Statistics reflect the reduced operations due to COVID-19 closures. Peggy Snajczuk made a motion that we adopt this resolution. Doug McFarland seconded. All approved. This State report for 2020 has been officially adopted. The Orchard Park Public Library has resumed the NY State minimum standard operating hours of 55 hours per week, open to the public. Central is realigning budgets due to lack of income.

Adjournment:

Motion to adjourn was made by Doug McFarland and seconded by Peggy Snajczuk. All approved. Meeting was adjourned at 9:17. AM. Our next meeting is scheduled for May 18, 2021.

Respectfully yours,
Marianne Eimer, Secretary