

**ORCHARD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
May 18, 2021**

PRESENT:

Doug McFarland, President
Ann Marie Newbury, Vice President via phone
Jack Hinnners, Treasurer
Peggy Errington, Library Director
Peggy Snajczuk, ACT Liaison

Excused:

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

Opening:

The meeting was opened by Doug McFarland at 8:06 AM.

Minutes:

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

Treasurer's Report:

The Treasurer's Report was given by Jack Hinnners. Vouchers 321-327 were approved for operating funds and Vouchers 474-476 were approved for donated funds used to purchase items for the Rose Collection. The increase in the garbage collection bill will be reviewed with the town. Ann Marie Newbury moved to approve the report, seconded by Doug McFarland. 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 have been reduced due to hold fees that are no longer charged to encourage circulation. Fines revenue has also been impacted by the youth program to read down fines. Read Down Your Fines has been extended to all year instead of just a summer program. Fewer items have been circulating as patrons remain cautious in returning to the library, resulting in fewer items generating overdue fines. Central is holding us harmless for the current projections and will rebalance in July. Jack Hinnners moved to approve the report and was seconded by Peggy Snajczuk. All approved.

Librarian Report:

Peggy Errington reported that in April, on-site in-person programming began again with limited reservations and proper distancing. Storytime resumed outside under the tent. The quarantine of books is now over. Library materials may now be returned at the service desk. Returned library materials are checked back in on the date they are returned. The Friends volunteers may return for service and donations may resume with quantity limits once the Friends of the Library submit their safety plan. Doug McFarland moved to approve the report, seconded by Ann Marie Newbury. All approved.

Building & Grounds Report:

Peggy Errington reported that the first of 3 boiler checkups by MJ Manufacturing was completed successfully. Annual fire inspection was completed, and two fire extinguishers were rebuilt. These inspections are covered under the town's maintenance contract. The air filters were changed to MERV13 filters. Use of MERV 5 filters may be substituted once COVID-19 concerns have eased. COVID-19 cleaning/disinfecting protocols continue to be followed. Caretaker Robert Benning has replaced the toilet handle and the toilet diaphragm in the family restroom. Doug McFarland made a motion to approve the report and was seconded by Jack Hinners. All approved.

ACT Meeting:

Peggy Snajczuk report that ACT general meeting was held at the end of March. The results of the survey of the ACT members were presented along with a presentation on minimum standards. In-person meetings may resume again. Doug McFarland moved to approve the report and was seconded by Jack Hinners. All approved.

Friends of the Library:

Peggy Errington reported that the Friends group may resume limited service and accept a limited quantity of donations once a safety plan is completed. Donations will need to be limited so that the limited number of volunteers are not overwhelmed. No more than one volunteer will be permitted in the sorting room at a time. Plans to hold a future book sale will be considered. No vote was taken for this report.

Other

Peggy Errington reported that the sandwich sign board will be removed from the library entrance since returns can be brought inside the building again. Curbside service will continue to be offered. IT was only utilized twice this past month. No vote was taken for this report.

Unfinished Business:

Public Health Emergency Operations Plan The Orchard Park Public Library's Resolution to accept the Public Health Emergency Operations Plan has been submitted to the board for approval. Peggy Snajczuk made a motion the board adopt the resolution, seconded by Ann Marie Newbury. All approved. The Public Health Emergency Operations Plan has been adopted.

Annual Conflict of Interest Questionnaires Annual Conflict of Interest Questionnaires for the library system were completed and signed. A blank copy of this is available on the library website.

New Business:

Annual Comptrollers Report Peggy Errington submitted the "Orchard Park Public Library Annual Comptrollers Report" to the Board. The report was reviewed in detail by the board treasurer, Jack Hinners. The Orchard Park Library Comptroller's Report will be submitted on behalf of the B&ECPL System by the Central Business Office.

State Library Division Federal Stimulus Grant Furniture needs were reviewed as part of the State Library Division Federal Stimulus money intended for facilities improvement that is NOT required to be used strictly for construction. Replacement chair examples were evaluated for both the main seating chairs

and the chairs used at computer stations. 28 chairs for use at tables, 22 computer chairs and 4 computer desks will be requested through the grant. Shelving for the book sale area, CD trays to replace a spinner rack and also a pop-up tent for outdoor programming are also being requested through the grant. The purchase will be coordinated through the Central Business Office. The Orchard Park Public Library will be responsible for 25% of the cost of the furniture and the grant will cover the remaining 75%. Once new furniture is received, existing furniture possessing county asset tags will be picked up and sold at the county auction. A resolution to accept responsibility for the 25% of the cost for the furniture requested through the grant was presented to the board. Orchard Park Library will comply with all grant guidelines including adherence to NY State procurement and reporting accountability. A motion to adopt the resolution was made by Ann Marie Newbury and seconded by Peggy Snajczuk. All approved. The motion was adopted.

Annual Report to the Community The Annual Report to the Community for 2020 was reviewed. Jack Hinnners made a motion to approve the report and was seconded by Ann Marie Newbury. All approved.

Adjournment:

Motion to adjourn was made by Doug McFarland and seconded by Peggy Snajczuk. All approved. Meeting was adjourned at 9:45. AM. Our next meeting is scheduled for July 20, 2021.

Respectfully yours,
Ann Marie Newbury, Vice President