

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

**PRESENT:**

Doug McFarland, President  
Ann Marie Newbury, Vice President on mobile  
Peggy Errington, Library Director  
Marianne Eimer, Secretary  
Jack Hinnners, Treasurer  
Conor Flynn, Town Representative on mobile

**Excused:**

Peggy Snajczuk, ACT Liaison  
Paul Pietrantone, School Liaison

**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:**

Jack Hinnners reported that the community funds show an increase of 6.5 % and are considered to be in good shape. The Treasurer's Report showed that Vouchers 340 - 349 were approved for operating funds and Vouchers 480 – 481 were approved for donated funds. Marianne Eimer moved to approve the report, seconded by Doug McFarland. Motion carried.

**Contracting Library Financial Report:**

Peggy Errington reported that currently finances are solvent at this time. A possible new purchase may be a new carpet cleaner due to no longer outsourcing the cleaning of the library carpet. For income, hold fees are no longer collected and fines have dropped off, but printing revenue has recovered to almost pre-pandemic amounts. Doug McFarland moved to approve the report, seconded by Jack Hinnners. Motion carried.

**Librarian's Report:**

Peggy Errington reported that most numbers are up. Programs are held mostly in-person with multiple sessions offered in order to limit attendance to allow for social distancing. The annual flu clinic was held, class visits for South Davis Elementary resumed, and a table was staffed at an OPEMS public outreach event held at the Orchard Park Community Center. The library provided support materials for a recent event sponsored by the Chamber of Commerce and the Friends of the Orchard Park Library which held a "Story Walk" to increase traffic at local village businesses. Doug McFarland moved to approve the report, seconded by Marianne Eimer. Motion carried.

**Building and Grounds Report:**

Peggy Errington reported that the soaker system will be installed this spring. New plants and perennial grasses for the front of the building are under consideration by Town officials. MJ Mechanical have

completed their inspection of the Library. Doug McFarland moved to approve the report, seconded by Jack Hinnners. Motion carried.

**ACT Meeting:**

No report.

**Friends of the Library Report:**

Peggy Errington reported the Friends Board met in October. They are scheduling the Tuesday evening Speaker Series for the spring and are planning a new Book Sale the first weekend in March. Not all volunteer members have returned to help sorting gift book donations. Doug McFarland moved to approve the report, seconded by Jack Hinnners. Motion carried.

**Other:**

Conor Flynn reported on his post concerning Library programs for families. Peggy reported the procedures that are followed which have been in place for many years. He also reported that the Town's 2022 budget has not changed but requested that a list of potential Library projects needing funding be sent to him to take advantage of other funding sources that come to his attention.

**Unfinished Business:**

**B&ECPL Program Equipment & Facility Improvement Initiative**

Peggy Errington reported that all Eaton Office Supply materials that were ordered have arrived with the exception of finishing covers. One more visit should take place before payment is sent. A portable tent is also on the way.

**Railway Depot Parking:**

Doug McFarland will be meeting with the Railway Depot staff to discuss parking issues that have developed due to large events that the Depot is sponsoring. The goal is to establish a better communication path to mutually share commitments concerning scheduled events.

**Library Expansion planning:**

Doug McFarland reported that a meeting was requested with Conor Flynn to discuss this issue. Conor Flynn is willing to meet before the end of the year to be updated on the status of the planning for the Library Expansion.

**New Business:**

Peggy Errington reported the dates for the 2022 Calendar for Trustee Board meetings and official Library closings corresponding to holiday dates. Board meetings take place on Tuesdays at 8:00 AM every other month starting with January 18<sup>th</sup>. Certain dates include closings for New Year's Day observed on December 31, 2021 and January 1, 2022, and Christmas Eve, December 24, Christmas on the 25<sup>th</sup> and Christmas Day observed on Monday, December 26<sup>th</sup>, 2022. The Library's calendar is available on the Library's webpage at all times. <https://www.buffalolib.org/locations-hours/orchard-park-public-library>

New York State Governor Kathy Hochul recently had a law enacted concerning all documents generated by any meetings held by public institutions open to any member of the public, which applies to the Orchard Park Public Library Board of Trustees meetings. DRAFT Board Minutes will be posted no later than 2 weeks after the meeting and will appear on the Board of Trustees section of the Library's webpage. Agenda documents will be posted no later than 24 hours prior to Board meetings. Doug McFarland moved to approve the report, seconded by Jack Hinnners. Motion carried.

**Adjournment:**

Motion to adjourn was made by Doug McFarland, seconded by Jack Hinnners. Motion was carried.  
Meeting adjourned at 9:04 AM.

Respectfully submitted by  
Marianne Eimer, Secretary