

**ORCHARD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 21, 2023**

PRESENT:

Doug McFarland, President
Ann Marie Newbury, Vice President
Peggy Errington, Library Director
Peggy Snajczuk, ACT Liaison
Paul Pietrantone, School Liaison

EXCUSED:

Marianne Eimer, Secretary
Jack Hinnners, Treasurer

ABSENT:

Conor Flynn, Town Representative
Friends of the Library Representative

Opening:

The meeting was opened by Doug McFarland at 9:03 AM.

Minutes:

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

Treasurer's Report:

Peggy Errington reported for Jack Hinnners that community funds are in good shape, with no major changes. The Treasurer's Report showed that Vouchers 1000 - 1005 were approved for operating funds and Vouchers 507 – 508 were approved for donated funds. Doug McFarland moved to approve the report, seconded by Ann Marie Newbury. Motion carried.

Contracting Library Financial Report:

Peggy Errington reported that the library's accounts are back in the black at this time. Doug McFarland moved to approve the report, seconded by Ann Marie Newbury. Motion carried.

Librarian's Report:

Peggy Errington reported that the trend showing an improvement for community involvement continues. Orchard Park ranks 2nd for all library locations in number of library visits. Circulation stats are updated to show first time circulations, not including autorenewals. There will be no comparison number for prior year on this new statistic at this time. Programs are well attended. The Teen Advisory Group has established a program called Book Buddies, where teens read with a younger library patron. Virtual reality has been well circulated. Collaboration with the Jolls House brings us the program "History Kids" which is helping local kids discover the past. Tim Allman will host an information table at the Co-Op held at the OP Train Station. Doug McFarland moved to approve the report, seconded by Peggy Snajczuk. Motion carried.

ACT Meeting:

Peggy Snajczuk reported that the January meeting was well attended. Next meeting will be in May. Ideas for the agenda are still being discussed. Potential ideas include sharing Best Practices for Director Search and new Board Member search.

A question regarding residency requirements to be on a town board member was raised. According to town code § A148-8 "Residency", if a potential board member is not a resident of the Town or Village, this requirement may be waived by a resolution of the Town Board if the applicant held "special expertise pertinent to a specific board or committee." Doug McFarland moved to approve the report, seconded by Ann Marie Newbury. Motion carried.

Friends of the Library Report:

No representative attended. Peggy Errington reported the Friends group is planning a Book Sale the first weekend in May 2023. There are discussions regarding moving the sale days to Thursday through Saturday. This would remove any conflict with summer open hours and allow for a later sale open time on Thursday evenings of 7:45pm since the library is open until 8pm. Doug McFarland moved to approve the report, seconded by Peggy Snajczuk. Motion carried.

Other:

Paul Pietrantone mentioned Ellicott Elementary School will have their annual author visit this week, author John Brown. Peggy Errington will look into the books we currently have in our collection by this author and highlight them within the library displays. Since the visit is this week, there is a chance some may already be checked out. Peggy mentioned that we never heard back from the educators who were interested in funding additional copies of visiting author books.

Unfinished Business:**Town Liaison to the Library Board**

Our current Town Liaison, Conor Flynn, has not attend a board meeting since November 2021. It was announced recently that he will not be seeking reelection. Ann Marie Newbury reached out to Julia Mombrea in early March to invite her to our board meeting and potentially replace Conor Flynn as the liaison to our board. As of this meeting, Julia had not responded to email requests. Ann Marie Newbury will work to contact Orchard Park Town Board Members to resolve the liaison issue, improving communication with the Town Board.

Library Expansion Planning:

As mentioned above, we are in the process of requesting a replacement of our Town Liaison since he has been continually absent from meetings. Renovation of interior space will be considered as well as future expansion and other library initiatives. The Town will need to be a part of discussions and plans to assist the library board with writing RPFs for any potential projects.

New Business:**Approval of 2022 State Report:**

Peggy Errington submitted the "Orchard Park Public Library Annual Report For Public and Association Libraries – 2022" to the Board. Peggy Snajczuk made a motion that we adopt this resolution. Doug McFarland seconded. All approved. This State report for 2022 has been officially adopted. Ann Marie Newbury signed in Marianne Eimer's absence.

Revised Meeting Room Policy:

A revision to the Meeting Room Policy was reviewed. Peggy Snajczuk moved to approve this revision, seconded by Doug McFarland. Motion carried. Policy revision approved.

Seed Library Outdoor Installation\Reception:

Peggy Errington announced the upcoming installation of an outdoor seed sharing library in conjunction with the Orchard Park Garden Club and the Master Gardeners from the Cornell Cooperative Extension of Erie County. The reception is to be held Wednesday, April 26 at 6pm. Assemblyman Burke and B&ECPL Director John Spears will join us for this special event. Funds donated by Assemblyman Burke will be used to purchase seeds for this installation. Library programming around seed propagation will also be offered in relation to this endeavor.

CPR Kits/Defibrillator:

Peggy Errington reported that two CPR kits for adults and one CPR kit for infants are available in the Orchard Park Public Library's Library of Things. Previously, a hands-only CPR course for teens was held at our library, sponsored by the American Heart Association. It was well received and may be a program offering again in the future.

An upcoming Babysitting Training course registration filled up within 4 hours with several on the waiting list.

Central Library is considering having a defibrillator at each library location. Training is not required to have a device on site. Central would cover the cost of the unit and maintenance.

Upcoming Policy Revision:

Peggy Errington indicated she will revise the Disaster Plan Policy for review at the next meeting.

Adjournment:

Motion to adjourn was made by Doug McFarland, seconded by Ann Marie Newbury. Motion was carried. Meeting adjourned at 10:06 AM.

Respectfully submitted by
Ann Marie Newbury, VP