

**ORCHARD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 19,2021**

PRESENT:

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

Excused:

Wendy Gloss, School Liaison
Victoria Sturman, Friends
Peggy Snajczuk, ACT Liaison

Opening:

The meeting was opened by Doug McFarland at 8:05 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 there hasn't been any major activity since our last meeting. Vouchers 308-311 were approved for operating funds and Voucher 471 was approved for donated funds used to purchase items for the Rose Collection. Doug McFarland made a motion, seconded by Ann Marie Newbury to approve this report which was unanimously approved.

Contracting Library Financial Report:

Peggy Errington reported that due to Central's decision, there are no incoming funds from overdue items or holds, resulting in deficits for existing funds. At this time there is no new information on additional state or federal funds for COVID relief. Doug McFarland made a motion, seconded by Ann Marie Newbury to approve this report. It was unanimously approved.

Librarian Report:

Peggy Errington reported that all statistics are down. There have been problems with the intermittent open and closing times each week due to the level of COVID cases attributed to the 14127-zip code. The library is notified every Monday by the Erie County DOH, which is determined week-by-week. One solution is to have the Middle School and High School publicize this information in morning announcements. Librarian scheduling has resulted in lowered morale. Online programs are still well-attended. Doug McFarland made a motion, seconded by Jack Hinnners to approve this report. It was unanimously approved.

Building & Grounds Report:

Peggy Errington reported the Town held its annual fire inspection. Robert is cleaning the carpet. Bob is negotiating for the library to be added to the Town's annual maintenance contract with Trane. Doug

McFarland made a motion, seconded by Jack Hinners to approve this report. It was unanimously approved.

ACT:

Peggy Snajczuk did not attend the meeting.

Friends of the Library:

Ann Marie Newbury reported that nothing is happening right now. Elections need to be held and scholarships need to be distributed. The membership dues amount was reduced by half at the latest mailing of membership enrollment. Report was accepted and approved.

Town Representative:

Conor Flynn reported that there is nothing new in the Town Budget for the next year. However, the grant writers are looking for projects to work on so if the library identifies any grant options please forward them on to him.

Unfinished Business:

Peggy Errington reported that the Orchard Park Public Library Long Range Plan has been posted on the website with the caveat that it is pending approval. Following discussion, the long range plan was approved. The library has purchased the hospital grade MERV 13 air filters to be installed in our HVAC. These only need to be replaced every 5 years. Jack Hinners made a motion, seconded by Marianne Eimer to approve this report. It was unanimously approved.

New Business:

The Board of Trustees of the Orchard Park Public Library election was held. The slate of officers as presented was approved. All current trustees are retained. Doug McFarland made a motion, seconded by Jack Hinners to approve the election result. It was unanimously approved. The Resolution to approve the amendments to the BECPL Employee Handbook and Personnel Policies was addressed. Ann Marie Newbury moved to accept this resolution and was seconded by Jack Hinners. All approved. The proposed Open Meetings Policy was discussed. Jack Hinners moved to accept this proposal, seconded by Marianne Eimer. All approved.

The governor is requiring all public entities to create an Emergency Disaster Plan due April 1st. Peggy Errington reported that Central has created a template to help determine which personnel are essential and what their duties are. Peggy Errington has created the Public Health Emergency Operations Plan specifically for the Orchard Park Public Library. She will send a document to us for review and will then forward it to Union Presidents who need to return with concerns or recommendations by March 10th.

Adjournment:

Motion to adjourn was made by Doug McFarland and seconded by Jack Hinners. All approved. Meeting was adjourned at 8:49 AM.

Our next meeting is scheduled for March 16th, 2021.

Respectfully yours,
Marianne Eimer, Secretary