

**ORCHARD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
September 22, 2022**

PRESENT:

Doug McFarland, President
Ann Marie Newbury, Vice President
Peggy Errington, Library Director
Jack Hinnners, Treasurer
Peggy Snajczuk, ACT Liaison
Marianne Eimer, Secretary
Paul Pietrantone, School Liaison

ABSENT:

Conor Flynn, Town Representative
Victoria Sturman, Friends of the Library President

Opening:

The meeting was opened by Doug McFarland at 9:01 AM.

Public Comments:

Peggy Errington reported that Richard Earne, President of the Association of Contract Library Trustees and Directors (ACT) Board passed away suddenly last week. The Board will be sending condolences.

Minutes:

The minutes were approved from our last meeting on a motion from Doug McFarland and seconded by Jak Hinnners. Motion carried.

Treasurer's Report:

Jack Hinnners reported that community foundation funds are down about \$8,500. due to the current market changes. The Treasurer's Report showed that Vouchers 378 - 384 were approved for operating funds and Vouchers 496 - 499 were approved for donated funds. Doug McFarland moved to approve the report, seconded by Peggy Snajczuk. Motion carried.

Contracting Library Financial Report:

Peggy Errington reported that financial figures reflect current regulations of no longer collecting fines. Income derived from printing costs is up slightly. Doug McFarland moved to approve the report, seconded by Ann Marie Newbury. Motion carried.

Librarian's Report:

Peggy Errington reported that library attendance statistics continue to improve, with the implementation of new programming such as the Escape Room, Movie Nights and Carnival Days. Peggy Errington reported that she, Paul Pietrantone, and Nicole Holler, the Orchard Park School District STEM Coordinator, met to discuss collaborative efforts in facilitating access to materials supporting Author Visits for the coming school year. Information about actual dates will be requested from the School Librarians involved in the project. Peggy Errington also reported that the Orchard Park Public Library has returned to its status as the "Most Visited Library in the Buffalo & Erie County Public Libraries System". Doug McFarland moved to approve the report, seconded by Ann Marie Newbury. Motion carried.

ACT Meeting:

Peggy Snajczuk reported that all members were shocked to hear about the death of President Dick Earne. The Saturday meeting was canceled and an ACT board has been scheduled for October 3rd to decide on the next steps to be taken. Doug McFarland moved to approve the report, seconded by Jack Hinnners. Motion carried.

Friends of the Library:

No representatives were able to attend. A quarterly book sale is to be held Friday, September 23rd through Sunday, September 25th. Configuration has changed to have sale tables in the Community room, the Children's room and near the windows in the Children's area.

Unfinished Business:

Peggy Errington reported she received quotes for replacement chairs needed in the Children's area. Costing \$236.25 apiece these chairs will stack and are covered under the NYS contract. Funds from the grant obtained by Representative Patrick Burke will be used. Doug McFarland moved to approve this purchase, seconded by Marianne Eimer. Motion carried.

New Business:**Gift Policy:**

Peggy Errington provided an updated version of the standard Gift Policy currently followed. Doug McFarland moved to approve the update, seconded by Ann Marie Newbury. Motion carried.

Lost and Found Policy:

Peggy Errington reported that there were protocols in place but there was a need for an actual Lost and Found Policy. Existing policies in other libraries were adapted. Doug McFarland moved to approve the new policy, seconded by Peggy Snajczuk. Motion carried.

Narcan - Community Distribution

Peggy Errington reported that the Erie County Department of Health has requested that our library place boxes of Narcan supplies in our restrooms, which they will refill as needed. Currently libraries in Tonawanda, and North and South Buffalo now provide this support. Erie County Department of Health will provide training for staff, as requested. Doug McFarland moved to approve this request, seconded by Jack Hinnners. Motion carried.

Adjournment:

Motion to adjourn made by Doug McFarland. Seconded by Jack Hinnners. Motion carried. Meeting adjourned at 9:50 AM.

Respectfully submitted by Marianne Eimer. Secretary.