

**ORCHARD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 15, 2022**

PRESENT:

Doug McFarland, President
Ann Marie Newbury, Vice President
Peggy Errington, Library Director
Jack Hinnners, Treasurer
Peggy Snajczuk, ACT Liaison
Marianne Eimer, Secretary via phone
John O'Connor, Vice Pres. of Friends of the Orchard Park Library

PUBLIC GUEST:

Maria Lowe, Teen Librarian from Central

EXCUSED:

Paul Pietrantone, School Liaison

ABSENT:

Conor Flynn, Town Representative

Opening:

The meeting was opened by Doug McFarland at 9:05 AM.

Minutes:

The minutes were approved from our last meeting on a motion from Jack Hinnners and seconded by Ann Marie Newbury. Motion carried.

Treasurer's Report:

Jack Hinnners reported that community funds are still solvent. The Treasurer's Report showed that Vouchers 385 – 390 were approved for operating funds and Vouchers 501 - 502 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 financial figures reflect current regulations and are stable. A new procedure is in place for accepting payment for lost items. If the cost is \$50.00 or more payment should be by credit card. Doug McFarland moved to approve the report, seconded by Jack Hinnners. Motion carried.

Librarian's Report:

Peggy Errington reported that library attendance statistics are on the rebound from the lows during COVID restrictions and continue to improve. The meeting rooms are now being used for small groups again. The Young Adult Librarian was able to have a Zoom meeting with a Teen author that the Teen Group was currently reading which was well attended. Evening Story Time attendance has started strong, more popular than past records indicated. Circulation statistics now include renewal credits, boosting numbers. Orchard Park Library currently does not receive circulation credits for eBooks

checked out by OPK patrons online. Doug McFarland moved to approve the report, seconded by Jack Hinnners. Motion carried.

Buildings & Grounds Report:

Peggy Errington reported that during September the Story Hour carpet was cleaned, the watering hoses were disconnected, Boiler maintenance was completed, and the Friends Book Sale was set up. In October the Tent canvas was removed and the small HVAC unit was repaired with the motor and switch being replaced. This was covered with the Library's contract through the Town's contract on HVAC maintenance. Doug McFarland moved to approve the report, seconded by Ann Marie Newbury. Motion carried.

ACT Meeting:

Peggy Snajczuk reported that the next meeting will be held January 21st at the West Seneca Library. The ACT General meeting will be held in February or March. Martha Byer from East Aurora is the new President of ACT. Currently there has not been a new Vice President selected. Doug McFarland moved to approve the report, seconded by Jack Hinnners. Motion carried.

Friends of the Library:

John O'Connor reported that the recent Book Sale exceeded expectations with collecting about \$1,800.00. Total funds overseen by the Friends Group is approaching \$200,000. Set up for the Book Sale included separate areas for fiction and non-fiction thereby reducing congestion during browsing. The next sale will take place in either March or April 2023. It's possible that future sales will occur on a semi-annual basis rather than quarterly. John O'Connor reported that more Friends volunteers are needed the day of the sale to monitor the 3 areas. There will also be more efforts to increase Friends membership and enlist more active volunteers. President Victoria Sturman will be retiring next year and Andy Rogers is taking on the role of Co-President.

Other:

A Jurassic World Environment program is scheduled, involving the use of Virtual Reality (VR) goggles.

Unfinished Business:

Peggy Errington reported the replacement chairs for the Children's area arrived and are on the floor. She is waiting to hear back from the Erie County Health Dept. representative to set up training for and distribution of the Narcan medication.

Library Expansion Planning:

In order to move forward with requesting NYS construction funding an RFP is needed for submission. Request for help in completing this form will be sent to the Town. Preliminary studies on what to do with the existing space are needed. Doug McFarland and Ann Marie Newbury will attempt to meet with Town officials to obtain a Town Liaison replacement.

New Business:

Dates for the Orchard Park Library Board of Trustees Meetings during 2023 were approved. The Board meets every other month on the third Tuesday, starting at 9:00 AM. This takes place on January 17th, March 21st, May 21st, July 18th, September 19th, and November 21st. All meetings are open to the public.

Holidays for the Orchard Park Library during 2023 were approved and will be posted on the Orchard Park Public Library website. Sunday hours will be discontinued starting after Memorial Day due to low

attendance in June. Motion made by Peggy Snajczuk to approve proposed dates and seconded by Doug McFarland. Motion carried.

Beginning in 2023 Self-Assurance Trustee Education Activity forms need to be signed by all Board of Trustees members. Peggy Errington has the forms. Activities need to take place during the year, with Central offering a Trustee website which includes webinars meeting the criteria for yearly education.

Personnel change has occurred with Tim Allman now being assigned to the position of Librarian Trainee.

The B&ECPL Personnel policies will need to be assessed and re-approved in January, 2023.
The COI forms need to be signed in March, 2023.

The next Orchard Park Library Board of Trustees meeting takes place on Tuesday, January 17th at 9:00 AM.

Adjournment:

Motion to adjourn made by Doug McFarland. Seconded by Jack Hinnners. Motion carried. Meeting adjourned at 10:09 AM.

Respectfully submitted by Marianne Eimer. Secretary.