

**Orchard Park Public Library  
Board of Trustees Special Meeting  
June 10, 2024**

**Present**

Doug McFarland, President  
Ann Marie Newbury, Treasurer  
Christine Tempestoso, Secretary  
Rob Kubiak, Trustee  
Tom Carloni, Library Director

**Excused**

Peggy Snajczuk, Vice President, ACT Liaison  
Julia Mombrea, Town of Orchard Park  
Linda Boldt, Friends of the OP Library  
Paul Pietrantone, OPCSD

**Opening**

The meeting was called to order by Doug McFarland at 6:10PM.

**Minutes**

The minutes were approved from the May 17, 2025 By-Law Review Committee special meeting and May 20 regular meeting on a motion from Doug McFarland and seconded by Rob Kubiak. Motion carried.

**Long-Range Plan**

The final draft of the Long-Range Plan was reviewed, and no additional edits or revisions were proposed. Rob Kubiak recommended that the plan serve as a working document, to be referenced regularly during meetings in order to ensure accountability for the Library Director and Board Members. Tom Carloni provided an explanation of how county funds are allocated across library locations. Doug McFarland motioned to approve the final draft of the Long-Range Plan and was seconded by Rob Kubiak. Motion carried.

**By-Laws**

A continued discussion of the By-Laws included the following changes:

Article III:

- No Board Member will be able to hold a position for longer than a max of 2 consecutive terms
- Terms for Board positions will be 2 years
- Effective during the January 2026 election

Section 6:

- Remove being able to remove a Board Member "without cause"
- Include that a Board Member could be removed through an official vote

Doug McFarland motioned to approve the final draft of the By-Laws with revisions and was seconded by Rob Kubiak. Motion carried.

**Open Meeting Policy**

Doug McFarland made a motion to approve the Open Meeting Policy. Motion seconded by Ann Marie Newbury. Motion carried.

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**Meeting Room Use Policy**

After reviewing the current policy and comparing the form to the Central Library's, it was determined that adding checkboxes for the users to "sign off" on would be beneficial. Doug McFarland made a motion to approve the Meeting Room Use Policy with changes. Motion seconded by Christine Tempestoso. Motion carried.

**Other**

Continued discussions on how to best assess community needs in regards to a library expansion project. The Orchard Park Public Library will have a booth at the Taste of Orchard Park festival on July 23, 2025 which will provide an opportunity to provide a survey to the public. Rob Kubiak will create survey questions and a QR Code which will be reviewed at the July 15, 2025 meeting. The survey questions will be broader than just facility needs. The QR Code will also be available in the library and on our website.

Next Board of Trustees meeting is scheduled for July 15, 2025 at 6PM.

**Adjournment:**

Motion to adjourn made by Doug McFarland and seconded by Ann Marie Newbury. Motion carried. Meeting adjourned at 7:16 PM.

Respectfully submitted by Christine Tempestoso, Secretary.