

**Orchard Park Public Library
Board of Trustees Meeting
March 11, 2025**

Present

Doug McFarland, President
Peggy Snajczuk, Vice President, ACT Liaison
Ann Marie Newbury, Treasurer
Christine Tempestoso, Secretary
Rob Kubiak, Trustee
Tom Carloni, Library Directory
Linda Boldt, Friends of the OP Library
Julia Mombrea, Town of Orchard Park

Absent

Paul Pietrantone, OPCSD

Opening

The meeting was called to order by Doug McFarland at 6:02PM.

Public Comment

None

Minutes

The minutes were approved from the February 11, 2025 special meeting on a motion from Doug McFarland and seconded by Ann Marie Newbury. Motion carried.

Financial Update

Ann Marie Newbury gave the Treasurer's Report noting that a memorial plus matching donation was made. Ann Marie also noted that the interest payment was lower because the meeting was moved up one week. The interest rate is 3% through M&T Bank. A new estate account has officially been opened up at Five Star Bank. The Treasurer's Report showed that Vouchers 1088-1095 were approved for operating funds and Vouchers 543-546 were approved for local funds. Doug McFarland moved to approve the report seconded by Peggy Snajczuk. Motion carried.

Librarians Report

Tom Carloni gave the Librarians Report stating that numbers have decreased slightly but it is happening across the system. Wifi and computer use statistics have slightly increased. Notable programming included the Jolls House and the Husky/Iditarod inservice. Tax assistance will be available on Fridays and Dungeons and Dragons will be starting up shortly with Librarian Trainee, Tim Allman. Doug McFarland motioned to approve the Librarians Report and was seconded by Rob Kubiak. Motion carried.

Contracting Library Financial Report:

Tom Carloni reported that he is still looking to do a deep dive into the library's financial report. Tom also noted that the refuse bill is now a separate line. A budget request for a new water filler station has been requested from Senator Gallivan. Doug McFarland motioned to approve the Contracting Library Financial Report and was seconded by Rob Kubiak. Motion carried.

ACT Meeting

Tom Carloni asked to let him know if you are able to attend the March 22 meeting. This meeting can be used for the educational requirement credit.

Friends of the Orchard Park Public Library:

Linda Boldt reported that the group had their first meeting of 2025. The executive board and

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committees are all in place with many new members. The big book sale is scheduled for May 2, 3 and 4 with set up the days before. At the end of 2024, the group made approximately \$15,600 through the cart, nook and pop up sales.

OPCS Liaison

Christine Tempestoso reported that the last day of school for elementary students has been changed to June 26, 2025 due to snow days. The district is finishing up the pilot for a new reading program focusing on phonics. OP District Librarians and OP Public Librarians met during a conference day to discuss collaboration opportunities.

Other

Julia Mombrea mentioned that she promotes the book sales at the Orchard Park Town Board Meetings. She also brought up that patrons have mentioned how dark the parking lot is and if it is possible to upgrade the lighting. The Building Department is looking into this.

Compliance Officer for Whistleblower Policy

Doug McFarland made a motion to assign Rob Kubiak as the Compliance Officer for Whistleblower complaints. Motion seconded by Ann Marie Newbury. Motion carried. The Compliance Officer will need to report at year end on the number of complaints. Further discussion prompted a motion by Doug McFarland to amend the previous motion to state the Whistleblower Governance Committee will be the entire board with Rob Kubiak as the Compliance Officer. Amended Motion seconded by Ann Marie Newbury. Amended Motion carried.

Investment Policy

Doug McFarland made a motion to approve the policy changes to include the collateralization section. Motion seconded by Rob Kubiak. Motion carried.

Comptroller's Report Asset Limit

Doug McFarland made a motion to increase the amount used to define an item as an asset for inclusion on the Comptroller's Report as a fixed asset from \$1,000 to \$5,000. Rob Kubiak seconded the motion. Motion carried.

Mary Alice Atkinson Memorials

Mary Alice Atkinson, a long time library patron and Friend of the OP Library, passed away. Her family listed the OP Library in her obituary for memorial donations. Several donations have been received in her memory. Thank you notes will be sent to the donors and Mary Alice's daughter informed. Book plates will be placed in some books purchased with the memorial donations. Doug McFarland suggested we send a condolence note from the Library to Mary Alice's family and thank them for remembering the OP Library. Ann Marie Newbury noted that the Friends received an online donation that was a memorial this month and confirmed it was for Mary Alice. Ann Marie Newbury will check with the Friends treasurer to see if any memorial checks were mailed to the Friends so that the family can be notified of all memorial donations.

Next Board of Trustees meeting is scheduled for May 20, 2025 at 6PM.

Adjournment:

Motion to adjourn made by Doug McFarland and seconded by Rob Kubiak. Motion carried.
Meeting adjourned at 7:11PM.

Respectfully submitted by Christine Tempestoso, Secretary.