Orchard Park Public Library
Board of Trustees Meeting
November 17, 2026

Present
Doug McFarland, President
Peggy Snajczuk, Vice President, ACT Liaison
Michelle Faust, Treasurer
Rob Kubiak, Trustee
Tom Carloni, Library Director

Excused
Christine Tempestoso, Secretary
Julia Mombrea, Town of Orchard Park
Linda Boldt, Friends of the OP Library

Opening
The meeting was called to order by Doug McFarland at 6:06PM.

Minutes
The minutes from the September 15, 2026, meeting were approved with a motion from Doug McFarland and seconded by Peggy Snajczuk. Motion carried.

Financial Update
Michelle Faust presented the financial report stating that the Community Foundation account is up $1,728.97 since last quarter. Other income this month totaled $623, including a $200 donation from the Western York Hosta Society and $423 from discards. Notable expenses included pest control ($95, Ashland) and adult programs (Brittany Healy, New Sky Wellness).

- Local Funds: Voucher # 571-573 (Friends reimbursement, Brodart materials for the Rose Book Collection, and reimbursement to Jennifer Harmon)

Following a busy summer, the employee budget is projected to end the year with little to no balance. Part-time librarians have been kept at normal hours and any overage is expected to be minimal.

Doug McFarland moved to approve the Treasurer's Report, seconded by Rob Kubiak. Motion carried.

Librarian's Report
Tom Carloni gave the Librarian's Report stating that the door count is up 4.3%, compared with a system-wide trend of about 1-2%. Circulation is on par with last year, while computer and Wi-Fi use are up. Notable programming included Trunk or Treat (about 630 attendees), the Winnie the Pooh 100th birthday party (about 90 attendees), the Spice of the Month Club, chair yoga, Saturday Sensory Play, take-and-makes and scavenger hunts. The adult book club held two sessions with 16 total attendees; the next selection is Hotel on the Corner of Bitter and Sweet by Jamie Ford. The club will meet in December, take January off and reconvene in February. Sarah Welker has also started a cookbook club.

Sarah Welker is settling in well and programs are being lined up for 2027.

As part of disaster plan preparation, all utility shutoffs have been located. The gas valve in the boiler room cannot currently be turned; Tom will contact the Town to have it loosened.

Doug McFarland moved to approve the Librarian's Report, seconded by Michelle Faust. Motion carried.

Friends of the Library Report
The following was reported on behalf of the Friends of the Library:

- 2027 meeting dates have been set. A special book sale of rare and unique items is planned for the first weekend in December, along with a pop-up holiday book sale.
- The Friends group is in good financial shape. Treasurer Rob Papelian reported total equity of about $262,000.
- January-October income was about $20,000-21,000, mostly from book sales. Expenses were about $13,500, in line with the prior treasurer's $18,000 annual budget:

- Library programs ~$5,000; library supplies ~$3,500; legal/professional services ~$1,400; NYS sales tax ~$2,000; scholarships ~$1,000; Friends supplies ~$600

- Transparency improvements are underway, including cleaning up a credit card previously held under the former treasurer's name. Kasey Mack keeps printed receipts for all purchases in addition to electronic records.
- The scholarship program ($1,000) was discussed as a possible mission-scope question. Applicants are now required to write an essay on why the library matters to the community.
- The Friends' storage shed is at capacity. Outdoor shelving was not favored due to weather and animals; a new or additional shed is preferred.
- Tom Carloni will schedule a meeting with Linda Boldt, Rob Papelian and Kasey Mack to agree on a consistent reporting system for Friends expenditures.

OPCS Liaison Report
Paul Pietrantone is passing liaison responsibility to Christine Tempestoso going forward.

ACT Report
Peggy Snajczuk reported that the next ACT meeting is a workshop downtown in early 2027, with no meetings in between. The downtown library green roof project is still in progress on a two-year timeline and requires a sprinkler system.

Board Member Update
Peggy Snajczuk announced that she is likely moving out of Orchard Park in spring/summer 2027. Peggy has served on the Board since 2008, nearly 19 years. She will attend the January meeting but is unlikely to attend in March. She is also stepping down as ACT Treasurer ahead of the March 2027 election and will notify Martha so a replacement can be found.

Disaster Plan Approval
Tom Carloni presented the Disaster Plan, drafted from a template provided by Rob Alessi of the West Seneca Library and scaled to the needs of the Orchard Park Public Library. The plan covers procedures for fire, flood, earthquake and active shooter situations, with the train depot designated as the emergency meetup point. It includes a contact list of library staff, the Board President, Town police (non-emergency), Town buildings and grounds, the Town emergency manager, system leadership and library IT. Staff have reviewed and proofread the plan, and all part-time librarians will be familiarized with it once approved. Robert Benning will add labels to all utility shutoffs. The plan supersedes the existing Emergency Procedures Policy, which will be removed from the website.

The Board approved the Disaster Plan 4-0.

Library Space Discussion
Rob Kubiak circulated the Google community survey, which incorporates changes discussed at the July meeting. During review, the Board agreed that required free-text questions should be made optional, and the ranking question should be replaced with simple importance ratings because it is confusing on mobile and prevents respondents from advancing. Rob will make adjustments and recirculate the survey to the Board for testing. Once finalized, the survey will be transferred to the oplibrarytrustee@gmail.com account.

Conor Flynn Resolution
The Board passed a resolution acknowledging that Conor Flynn served as Town Board library liaison only through December 2021 and cannot be listed as absent from meetings thereafter. The Secretary will sign two copies, and Tom Carloni will send Mr. Flynn a personal note confirming his record is clear.

Security Gates
The non-functional RFID security gates at the entrance will be removed. Tom Carloni will contact the library IT system to arrange removal sometime in the future.

Board Meeting Room
The Board discussed refreshing the board meeting room, including painting the walls a lighter color and possibly treating the wood trim. An estimate from a professional painter will be sought, and a volunteer painting party was also discussed. No action was taken; work would likely take place in the spring at the earliest.

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2027 Board Meeting Schedule
Board meetings will be held on the third Tuesday of every other month (January, March, May, July, September and November) at 6:00PM, with adjustments made as needed for quorum.

2027 Library Holiday Schedule
- Juneteenth: open Friday, June 18; closed Saturday, June 19
- Independence Day: closed Sunday, July 4 and Monday, July 5
- Christmas: closed Friday, December 24 through Sunday, December 26
- New Year's Eve (Friday, December 31): open 9:00AM-1:00PM

Adjournment
The meeting was adjourned at 7:49PM.

The next Board of Trustees meeting is January 19, 2027, at 6:00pm.

Respectfully submitted by Rob Kubiak, Trustee.