

**Orchard Park Public Library  
Board of Trustees Meeting  
November 18, 2025**

**Present**

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

**Excused**

Julia Mombrea, Town of Orchard Park  
Paul Pietrantone, OPCSD

**Opening**

The meeting was called to order by Doug McFarland at 6:05PM.

**Minutes**

The minutes were approved from the September 16, 2025 meeting with a motion from Doug McFarland and seconded by Peggy Snajczuk. Motion carried.

**Financial Update**

Ann Marie Newbury presented the Treasurer's Report stating that the net change to the Community Foundation reflected the 3rd quarter of 2025 to the end of the year. M & T Bank dropped their rates to 2.3% and 5 Star Bank dropped their rates to 3.01%. The Trustees made a decision to roll the expiring 90 day CD's into 12 month CD's that will mature on October 27, 2026 with an interest rate of 2.98%.

The following vouchers were approved:

- Operating Funds: Vouchers #1114-1120
- Local Funds: Voucher #556

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 circulation numbers are down a little but that is being seen throughout all area libraries. A more accurate reflection can be seen in upcoming numbers after one full year of Tom Carloni as Library Director. First annual, Trunk or Treat was a success despite the weather. New Children's Story Times hours will be offered with Sam. A new water bottle filler fountain will be installed, thanks to the donation from the Friends of the Library.

**Friends of the Library Report**

Linda Boldt reported the following:

- Special Book Sale (2 days) included almost 200 boxes and earned \$1,507.25
- Cleaned out the sorting room
- December 4-6, 2025 will be the next book sale along with a membership drive
- A new bookshelf and children's book display was purchased for the library
- New Board member that has 15 years of experience assisting with the sales

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**ACT Report**

Peggy Snajczuk was unable to attend the October meeting but reported that the next meeting will be a workshop at Central Library.

**OPCS Liaison Report**

Christine Tempestoso reported that all Orchard Park elementary schools plan to host an author in Spring 2026. All elementary buildings will be adding six classrooms due to the increase of OP population and class sizes. The new reading programs (Fishtank and CKLA) are heavily focused on understanding phonics.

**MOU with Friends of the OP Public Library**

Trustee members looked at examples of area libraries that currently have MOU agreements. Peggy Snajczak wanted to check if there was a way for both sides to agree to the agreement. Rob Kubiak, Peggy Snajczak, Linda Boldt will meet in December to start the process between the two parties.

**Town Survey Update**

Orchard Park Town Survey closes on December 12, there is a flyer in the library. Suggestions to remind patrons on Facebook and Instagram were discussed. Rob Kubiak will create an updated library specific survey to share with patrons that will be reviewed at the January meeting.

**Conflict of Interest Policy**

Peggy Snajczak compared Conflict of Interest policies to Central and contracting libraries. See attached policies with amendments and updates. Doug McFarland moved to adopt the Conflict of Interest policy with amendments, seconded by Ann Marie Newbury. Motion carried.

**Water Fountain Update and Painting**

A new water bottle filler fountain will be installed, thanks to the donation from the Friends of the Library. After a discussion, it was decided to wait until the January meeting to discuss a full painting remodel of the library.

**2026 Holiday Schedule**

Tom Carloni presented the proposed holiday schedule that includes the following:

- OP Library will stay open on Good Friday (April 26)
- OP Library will close on Friday, July 3 to observe Independence Day
- OP Library will close on Thursday, December 24 for Christmas Eve
- OP Library will adjust hours (9AM-5PM) on Thursday, December 31 for New Years Eve

Doug McFarland moved to approve the 2026 Holiday Schedule, seconded by Ann Marie Newbury. Motion carried.

**2026 Board Meeting Schedule**

The following dates were discussed for upcoming Board Meetings. All meetings will meet at the library and begin at 6PM.

- January 20, 2026

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- March 24, 2026
- May 19, 2026
- July 21, 2026
- September 15, 2026
- November 17, 2026

Doug McFarland moved to approve the 2026 Board of Trustee Meeting Schedule, seconded by Ann Marie Newbury. Motion carried.

**McFarland Term Expiration**

Doug McFarland's term will expire on December 31, 2025. Doug has agreed to sign on for another 5 year term. Tom Carloni will contact the town and update the State report for oath of office.

**Trustee Education Self Assurance Forms**

All Board members will complete any remaining continuing education and return the Trustee Education Self Assurance Forms to Tom Carloni.

**Adjournment**

Doug McFarland moved to adjourn the meeting, seconded by Christine Tempestoso. Motion carried. Meeting adjourned at 7:48 PM.

The next Board of Trustees meeting is January 20, 2026 at 6:00pm.

Respectfully submitted by Christine Tempestoso, Secretary.