

**Orchard Park Public Library
Board of Trustees Meeting
January 23, 2025**

Present

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

Absent

Julia Mombrea, Town of Orchard Park
Paul Pietrantone, OPCSD

Opening

The meeting was called to order by Doug McFarland at 6:09PM.

Public Comment

None

Minutes

The minutes were approved from the November 13, 2024 and November 19, 2024 meetings on a motion from Doug McFarland and seconded by Rob Kubiak. Motion carried.

Treasurer's Report

Ann Marie Newbury gave the financial report, noting that the interest rate for 2024 produced \$10,402.44, a substantial increase from the previous year. The M&T Bank interest rate of 4.5% was set to expire at the end of December 2024 but the rate began dropping earlier without explanation. The Treasurer's Report showed that Vouchers 1082-1087 were approved for operating funds and Vouchers 536-542 were approved for local funds. Doug McFarland moved to approve the report seconded by Rob Kubiak. Motion carried.

Contracting Library Financial Report

Tom Carloni gave the financial report for the library questioning the "Insurance Charges" line of \$142. Tom plans to take a deeper dive into the library's finances in the coming weeks as he transitions into the Director role. Doug McFarland moved to approve the report seconded by Ann Marie Newbury. Motion carried.

Librarian's Report

Tom Carloni discussed changing the report to reflect changes in percentages instead of numbers. One reason for a percentage loss in circulation could be that the RFID system is not catching books accidentally not checked out. Tom will have staff take note of any returned books that when scanned show they were not checked out to a patron. A question was brought up about remaining anonymous in the meeting minutes for a monetary donation. Rob Kubiak brought up that libraries can hold 2 tax free book sales per year. Tom Carloni will look into that further with upcoming sales of discarded books. The library was closed for two days in December due to inclement weather. Doug McFarland moved to approve the report seconded by Rob Kubiak. Motion carried.

ACT Meeting

Peggy Snajczuk reported that the next meeting is on March 8, 2025 where officer elections will be held. The Board is planning to meet next week to plan programming focusing on the topic of the Library Foundation.

Friends of the Orchard Park Public Library

Linda Boldt reported that their income for the year was just over \$16,000 with about \$6,100 coming from donations and grants. The next board meeting is on January 30, 2025. They are hoping to welcome 8-10 new volunteers and a new executive board. OP Librarian, Tim Allman is talking to frequent library patrons to join the Friends group. Two big book sales will be planned for 2025.

OPCS Liaison

Christine Tempestoso reported that NYS is changing what is required for a Regents diploma; the district has a plan in place to phase in the new changes and requirements. The school summer program, Quaker Camp will not be operating this year. The district librarians are hoping to collaborate with Tom Carloni on their March 7 conference day.

Election of Officers

Doug McFarland motioned to maintain current board officers and their positions. Seconded by Peggy Snajczuk. Motion carried.

Unfinished Business

System Increased Resources Grant Update:

Tom Carloni reported that the library did apply for a \$10,000 grant but have not heard back any confirmation yet. The grant request includes ViewSonic Board, acrylic pamphlet holder for the entryway hallway and 3 five shelf display cases.

Discussion – Whistleblower Governance Committee designation:

Discussion of the Whistleblower Governance Committee designation will be deferred until the March 11, 2025 meeting

New Business

1. Peggy Snajczuk renewed her Board of Trustee term and signed the Orchard Park Town book on January 13, 2025.
2. All Board of Trustee members and Tom Carloni signed Conflict of Interest Disclosure Forms for the Orchard Park Library.
3. Discussion of Review NYS Comptroller's Report Asset Limit will be deferred until the March 11, 2025 meeting.
4. Discussion of Review & Approve 2024 System-Wide Policy & Procedures Updates will be deferred until the February 11, 2025 special meeting.
5. A discussion of FDIC Limits was initiated by Ann Marie Newbury. Ann Marie reported that we are over the \$250,000 limit in assets as a municipality. Ann Marie has inquired about creating a new relationship with banks in addition to M&T Bank including KeyBank, Community Bank and Five Star Bank. The new relationship would allow the library to maintain a balance below \$250,000 at M&T and at a new bank. Peggy Snajczuk suggested speaking with Emily Patronik at the Central Library on the best way to invest the funds. Ann Marie Newbury moved to approve creating a relationship with a new bank and the Board Treasurer allocating funds from M&T bank to the new bank at the Treasurer's discretion, seconded by Doug McFarland. Motion carried. The Board

Treasurer is authorized to contract for the purchase of investments, as defined in the Investment Policy. Signers on the accounts will be Tom Carloni, Doug McFarland, and Ann Marie Newbury. The Investment Policy will be updated to include the name of the additional bank and approved at the next board meeting.

6. Discussion to review the By-Laws will be deferred until the February 11, 2025 special meeting.
7. Discussion to review the Long-Range Plan will be deferred until the February 11, 2025 special meeting.

A special Board of Trustees meeting has been scheduled for February 11, 2025 at 6PM.

Adjournment:

Motion to adjourn made by Doug McFarland and seconded by Christine Tempestoso. Motion carried.
Meeting adjourned at 7:57PM.

Respectfully submitted by Christine Tempestoso, Secretary.