

**ORCHARD PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
November 17, 2020**

PRESENT:

Doug McFarland, President
Ann Marie Newbury, Vice President
Peggy Errington, Library Director
Jack Hinnners, Treasurer
Marianne Eimer, Secretary
Peggy Snajczuk, ACT Liaison

Excused:

Wendy Gloss, School Liaison
Conor Flynn, Town Representative
Victoria Sturman, Friends

Opening:

The meeting was opened by Doug McFarland at 8:05 AM.

Minutes:

The minutes were approved from our last meeting on a motion from Jack Hinnners and seconded by Doug McFarland.

Treasurer's Report:

Jack Hinnners reported that there has not been any major disbursement since the last meeting. Vouchers 303 – 307 were approved for operating funds and Voucher 470 was approved for donated funds. A motion was made by Doug McFarland and seconded by Ann Marie Newbury to accept this report. All approved.

Contracting Library Financial Report:

Peggy Errington reported there will be a charge of \$1500.00 to check smoke detectors in December but it may be paid by the Town because the Library building is a Town property. Doug McFarland is following up on having a furnace maintenance contract added onto the Town's annual contract with Trane. A motion was made to accept this report by Doug McFarland and seconded by Jack Hinnners. All approved.

Librarian Report:

Peggy Errington reported that circulation statistics are increasing especially in the areas of New Fiction, DVD's and Holiday Books for Children. Currently the Orchard Park Public Library is in the top 3 or 4 libraries for the number of in-library visitors. The Director has been able to keep the Library doors open for 80% of the state's mandated hours. Programs offered on FaceBook and YouTube have provided community opportunities, with 13,985 views recorded. There continues to be wide-reaching impacts on staffing levels and morale from the COVID-19 pandemic. Part-time staff will be scheduled sparingly when services are only able to include walk-up and curbside delivery of library requests. Full-time staff will remain for services. Doug McFarland made a motion and Jack Hinnners seconded to accept the Librarian's report. All approved.

ACT:

Peggy Snajczuk reported there may be a possibility of an ACT Board meeting in December. There is no immediate plan to hold any ACT meetings, in part because the Zoom platform doesn't work well. She reported that there are enough funds available to cover operating costs for 2021. A suggestion was made to have ACT members create a survey for branches to discover what maintenance agreements libraries have with their towns. Also, have a survey which reveals how each town dealt with the incorporation of its' library. A motion was made by Doug McFarland and seconded by Jack Hinnens to accept this report; All approved.

Friends of the Library:

It was reported the Friends group wanted to hold a drive-through collection day for patrons to donate gift materials. All would be delivered to a member's home for quarantine. The Orange Zone micro cluster status prohibits this. A motion was made by Doug McFarland and seconded by Peggy Snajczuk to accept this report. All approved.

Unfinished Business:

The Kratzenberg bequest has been completed with Peggy Errington sending a personal thank you note. Doug McFarland will also be sending a personal thank you to family members with all Board members having the opportunity to include a personal note. Doug McFarland moved that this report be approved and was seconded by Jack Hinnens. All approved.

New Business:

The 2021 Calendar was reviewed. Board meeting dates were set. Peggy Errington reported that the Library will be closed the entire day for Christmas Eve, 2020 and New Year's Eve, 2020. All holidays for the Orchard Park Public Library in 2021 were determined. Modified hours through February 2021 will continue to reflect reduced hours. Doug McFarland moved that the report be accepted and Ann Mare Newbury seconded. All approved.

The Orchard Park Public Library Long Range Plan was reviewed. It will be posted to the Library's website, marked as "Pending Approval" due in January, 2021. The minimum standard goes into effect in January, with the official report due in March 2021. Peggy Errington's suggestion is to schedule an annual review of the Long Range Plan every January by Board members. A motion was made by Doug McFarland and seconded by Jack Hinnens to accept this report. All approved.

The Orchard Park Public Library COVID-19 Micro-Cluster Plan during the Orange Zone status will follow all protocols established in Spring, 2020 when there was a partial opening of public libraries. Such activities as disinfecting and quarantining of materials, curbside and walk-up delivery of materials, online programming opportunities and reduced in-house staffing will be in effect. A motion was made by Doug McFarland and seconded by Jack Hinnens to accept this report. All approved.

The feasibility of the use of portable air filters for the Library was discussed. Austin Air has availability of filters costing \$580.00, with delivery within 2 days. Filters last for 5 years. Doug McFarland will investigate the cost of adding whole building filters, which may be reimbursed by government funds allotted for COVID-19 expenses. Currently, Board members approve the purchase of 2 portable air purifiers subject to the review of the cost for a whole HVAC system fitted with the appropriate recommended filters. A motion was made by Doug McFarland and seconded by Jack Hinnens to accept this report. All approved.

Adjournment:

Motion to adjourn was made by Ann Marie Newbury and seconded by Jack Hinnners. All approved.
Meeting was adjourned at 9:10 A.M.

Our next meeting is scheduled for January 19th, 2021.

Respectfully yours,
Marianne Eimer, Secretary