

ORCHARD PARK PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

JANUARY 21, 2020

PRESENT:

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

EXCUSED:

Wendy Gloss, School Liaison  
Victoria Sturman, Friends President

ABSENT:

Conor Flynn, Town Representative

OPENING:

The meeting was called to order at 8:05 A.M.

MINUTES:

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

TREASURER'S REPORT:

Jack Hinners reported all was doing well. Vouchers 231-238 were used for operating expenses and Vouchers 459-460 were also used. A motion was made by Doug McFarland to accept the report and seconded by Ann Marie Newbury.

CONTRACTING LIBRARY REPORT:

Peggy Errington reported that there were adequate funds in the budget for personnel changes. Central Business reapportioned funds to cover pension payouts but also allowed for new hires. In December there was a boiler repair bill of \$3,500. Doug McFarland will be sending a letter to the Town to cover this repair cost. A motion was made to accept the report by Doug McFarland and seconded by Jack Hinners.

LIBRARIAN REPORT:

Peggy Errington reported that our program usage statistics have greatly increased. Peggy Snajczuk has recommended that a graph be created to demonstrate trends resulting from collected statistics at

Central. New hires Jennifer Harmon and Robert Benning are transitioning smoothly into their positions. A motion was made to accept the report by Doug McFarland and seconded by Ann Marie Newbury.

#### BUILDINGS AND GROUNDS:

All LED light bulbs have been installed. The heat exchanger failed in December which was repaired by Trane. Discussion followed on which entity is responsible for upkeep and maintenance for building equipment. Wall cracks are getting larger but the Town Engineering department reports it is not a problem. A motion was made to accept the report by Doug McFarland and seconded by Peggy Snajczuk.

#### ACT:

The last meeting was remotely held but there were several technical issues. Consensus was that remote meetings are a viable option during bad weather months but not on a regular basis. Issues covered included a Round Table on how Board meetings are run, meeting dates, web page publicity and the restatement of the contract with Central. An ACT subcommittee perhaps can work with Central to redo the contract. One suggestion is to create a TOC with headings for the existing contract and require attorneys for Central to add this for easier navigation which needs to be ready by July. The March workshop will be held at Central. A motion was made to accept the report by Jack Hinnens and seconded by Ann Marie Newbury.

#### FRIENDS:

The last quarterly book sale was a success making just under \$2000. A Special Rare Books sale is set for February and next quarterly sale will be in March. The 4<sup>th</sup> Tuesday Speakers series is beginning in February for the Spring 2020 season. A motion was made to accept the report by Doug McFarland and seconded by Ann Marie Newbury.

#### UNFINISHED BUSINESS:

A new Board member has been appointed as Secretary, Marianne Eimer. The implementation of the "Library of Things" which is a collection of non-traditional items for circulation, has begun. Plastic bags will not be available for patrons as of March 1, 2020. Peggy Errington will be in touch with Central to discover what options they are going to provide to see if it will also work for Orchard Park. We are still on hold with the expansion. Options will be discussed at the next meeting. Some of our furniture needs replacing, starting with the leather chairs and the computer station chairs. The Friends group will help with replacement costs. Peggy Errington is contacting library furniture vendors for pricing and Doug McFarland is checking with local vendors for a cost comparison.

#### NEW BUSINESS:

The Trustee Elections took place. The slate was the same and all current members reaffirmed their willingness to continue to serve in their positions. Discussion was held concerning the Train Depot fundraiser raffle. It was determined the Board will offer a donation but not offer the use of the library for raffle ticket sales.

#### ADJOURNMENT:

The meeting was closed at 9:47 AM.

Our next meeting is scheduled for March 17, 2020.

Respectfully yours,

Marianne Eimer