

**ORCHARD PARK LIBRARY**  
**BOARD OF TRUSTEES MEETING**

**July 21, 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 Goss, School Liaison  
Conor Flynn, Town Representative  
Victoria Sturman, Friends President

**Opening:**

The meeting was opened by Doug McFarland at 8:06 A.M.

**Minutes:**

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

**Treasurers Report:**

Jack Hinnners reported that all was doing well. Vouchers 288-295 were approved for operating funds and Vouchers 465-467 were approved for the Rose Collection purchases. A motion was made by Doug McFarland to accept the report and seconded by Peggy Snajczuk. All approved.

**Contracting Library Report:**

Peggy Errington reported that there are adequate funds in the budget at this time. Doug McFarland made a motion to accept the report as written, and seconded by Jack Hinnners. All approved.

**Librarian Report:**

Peggy Errington reported on the drastic changes the library has made in order to continue functioning during the COVID 19 pandemic. Examples include curbside pick up of materials, virtual programming, and reduction of part-time hours, along with adherence to rigorous CDC sanitization guidelines of materials and areas. A motion was made by Doug McFarland and seconded by Ann Marie Newbury to accept this report. All approved.

**Buildings and Grounds:**

Peggy Errington reported that Bob and Robert began cleaning and installing plexiglass panels. A brownout occurred which damaged the junction box for the ceiling lights, which needed to be replaced.

The library remained open although many of the lights in the public area were inoperable. A motion was made by Doug McFarland and seconded by Ann Marie Newbury to accept this report. All approved.

**ACT:**

Peggy Snajczuk reported that the last Board meeting was cancelled and nothing has been scheduled yet. The possibility of a Zoom meeting is being considered but it's uncertain how many would attend. Nothing will be decided until the first of the year. Currently there is no state minimum standard Trustee training requirement in place yet. A motion was made by Doug McFarland and seconded by Jack Hinnners to accept this report. All approved.

**Friends of the Library:**

Peggy Errington reported that the last Board meeting was held on Zoom. No activities are scheduled because no volunteers will be allowed until all staff members are back working. No gifts can be accepted due to COVID 19.

**Other:**

Doug McFarland reported on the status of several Board members. Wendy Gloss is improving and hoping to return soon. Attorney Paul Perlman would like to volunteer, and Ted Johnson will be starting as the Central Library Board member liaison.

**Unfinished Business:**

There has been no activity on replacement or refinishing of existing library chairs.

**New Business:**

Doug McFarland made a motion to approve the 2020 Contract, the 2019 Annual Report to the Community, and the 2020 Conflict of Interest Disclosure statements which was seconded by Jack Hinnners. All approved.

A motion to approve the resolution for the Library Director to act on behalf of the Orchard Park Public Library in the financial matter pertaining to a bequest by the Kratzenberg family was made by Doug McFarland and seconded by Jack Hinnners. All approved.

A motion was made by Doug McFarland to respectfully decline an art donation and was seconded by Marianne Eimer. All approved.

Jack Hinnners will be making inquiries into moving funds in the Money Market account.

Peggy Errington reported on the changes that are possible for the posted library hours once school starts in September. No meetings are allowed and there will not be Sunday hours in the Fall. A motion was made by Jack Hinnners to accept Peggy's report which was seconded by Doug McFarland. All approved.

Personnel Budget 2021: reduction scenarios. Facing up to a 25% budget cut, Peggy Errington proposed that per person hours be reduced in order to absorb budget cuts, rather than laying off personnel. This will be revisited as further developments occur in state and local funding options.

**Adjournment:**

Motion to adjourn was made by Doug McFarland and seconded by Jack Hinnens. Meeting was adjourned at 9:05 AM.

Our next meeting is scheduled for September 15, 2020.

Respectfully yours,

Marianne Eimer, Secretary