

ORCHARD PARK PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING

September 15, 2020

PRESENT:

Ann Marie Newbury, Vice President
Peggy Errington, Library Director
Jack Hinnners, Treasurer
Marianne Eimer, Secretary
Peggy Snajczuk, ACT Liaison
Conor Flynn, Town Representative
Sharon Spagnoli, Friends Representative

Special Guest:

NY State Assemblyman Sean Ryan

Excused:

Doug McFarland, President
Wendy Goss, School Liaison

Opening:

The meeting was opened by Ann Marie Newbury at 8:02 A.M.

Public Comment:

Sean Ryan reported that there is a new category in Construction Funding that reduces the matching funding currently required by municipalities. Also, there is no Federal Government packet at this time. New York State is facing a huge budget deficit for next year and currently has cash flow problems. Peggy Errington reported that one-third of the Library Staff has not returned to work yet due to budget problems resulting from the COVID pandemic.

Minutes:

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

Treasurers Report:

Jack Hinnners reported that all was doing well. Vouchers 296-302 were approved for operating funds and Vouchers 468-469 were approved for donated funds. He indicated that there isn't any activity to consider Money Market funds at this time. A motion was made by Jack Hinnners to accept the report and seconded by Ann Marie Newbury. All approved.

Contracting Library Report:

Peggy Errington reported that all necessary bills are being paid, however no new expenditures are expected. The library is generating minimal revenue. Future costs include \$1,000.00 for an electrical lighting repair which is covered under the existing budget and a possible boiler bill. Ann Marie Newbury made a motion to accept the report as written and seconded by Marianne Eimer. All approved.

Librarian Report:

Peggy Errington reported the Library's circulation numbers and in-house use of the building are improving. Due to the user-friendly remote programs created by Library Staff members, our website is one of the highest viewed Library sites in Erie County. Fines will be making a comeback soon. Library materials are now quarantined for 4 days since there is no danger of COVID 19 contamination after 96 hours. A motion was made by Ann Marie Newbury and seconded by Jack Hinnners to accept this report. All approved.

Buildings and Grounds:

Peggy Errington reported that the ceiling contacts were replaced costing around \$1,000.00. A leak was repaired, and windows were washed in September. There will be an annual water pressure valve check. Trane will be back to check the boiler. A motion was made by Jack Hinnners and seconded by Peggy Snajczuk to accept this report. All approved.

ACT:

Peggy Snajczuk reported that there is no Board meeting planned. A survey will be sent to Board members to judge interest in holding a meeting, where it might be, or how it will be held. The System Strategic Planning Committee needs volunteers. Two Trustees will be assigned. The possibility of a Zoom meeting is being considered but it's uncertain how many would attend. A motion was made by Ann Marie Newbury and seconded by Jack Hinnners to accept this report. All approved.

Friends of the Library:

Sharon Spagnoli reported that no Board meeting is planned. A previous meeting was held via Zoom. Currently a safety plan is needed for when Friends volunteers return to library activities. Sharon will help sort gifts collected in March prior to the shutdown. Library Staff have been restocking the Book Nook and Cart which are now open for patron purchases.

Unfinished Business:

Peggy Errington reported that additional library hours next month will happen, totaling 45 hours per week. Two more hours on Saturday and 3 hours on Monday will be added to provide more time for patron in-house use of the library. For the Kratzenberg bequest, Peggy Errington is waiting for further clarification concerning the amount. She is planning to send a personal Thank You note to the family.

New Business:

Peggy Errington reported that the Library will again host a Kaleida Health Flu Clinic on October 22, 2020. There will be window coverings for privacy and chairs in a waiting area. The fire alarm in the Safety System will be checked. Due to reduced staffing availability and funding it was determined that the Library will be closed all day on New Year's Eve this year as long as this change doesn't adversely affect Library Staff.

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Adjournment:

Motion to adjourn was made by Ann Marie Newbury and seconded by Jack Hinnners. Meeting was adjourned at 9:13 AM.

Our next meeting is scheduled for November 17, 2020.

Respectfully yours,

Marianne Eimer, Secretary