

Orchard Park Public Library  
Board of Trustees Meeting  
July 19, 2016

**Present:**

Doug McFarland, President  
Peggy Errington, Library Director  
Jack Hinnners, Secretary  
Dorothy Holmes, Treasurer  
Peggy Snajczuk, Trustee, ACT Liaison

**Excused:**

Lisa Krueger, School Liaison  
Patrick Keem, Supervisor Town of Orchard Park  
Victoria Sturman, President, Friends of the OP Library

**Opening:** President Doug McFarland opened the meeting at 7:34 AM.

**Reports:**

**Public Comment:** Dorothy Holmes spoke to our need to bring a new board member on board as soon as possible. We should search for someone who is younger, has an interest in the library and possibly has children that use the library. She continued that we should show our appreciation to Marianne Hoover for her dedication and work on the board by having a reception for her. A Friday date in September was suggested. Doug will contact Marianne to finalize the date.

**Minutes:** On a motion by Doug McFarland and a second by Peggy Snajczuk the minutes of the May 17, 2016 meeting were passed.

**Treasurer's Report:** Dorothy Holmes informed us that we received \$1,906 from the Community Foundation which has been used for grounds cleanup. On a motion by Doug McFarland and a second by Peggy Snajczuk the Treasurer's report was accepted.

**Contract Library Financial Report:** Much the same as last month Peggy Errington reported. Fines and print cost recovery is a bit behind budget. A position request has been put in for next year. On a motion by Doug McFarland and a second by Jack Hinnners the Contracting Library Financial report was accepted.

**Librarian's Report:** Our circulation numbers are down which is the same for all other libraries in the system. Peggy is not overly concerned. She continued that gift giving is down and our programs are all doing well. On a motion by Doug McFarland and a second by Peggy Snajczuk the Librarian's report was accepted.

**Building & Grounds Report:** The wall crack in the meeting room was inspected by Town Engineering. They believe it is an expansion crack, there is no immediate concern but it should be monitored. On a motion by Doug McFarland a second by Jack Hinnners the report was accepted.

**ACT Meeting:** They are on summer break. Next season's meeting dates have been set with the annual workshop scheduled for February. On a motion by Doug McFarland and a second by Dorothy Holmes the report was accepted.

**Friends of the Library:** It was reported that the Friends had a chess program in June, which was well received. They would like to hold similar programs in the future.

**Unfinished Business:**

**Investment Policy:** The revised investment policy was presented to the Board. After discussion Peggy Snajczak made a motion to adopt with a second made by Dorothy Holmes. All present were in favor.

**Down to Earth Landscaping:** We have received a new proposal from Down to Earth Landscaping for additional plant replacement. With these additional plantings the estimate now comes to \$1,580. A concern with watering the new plantings was raised. Doug will contact Down to Earth. On a motion by Doug McFarland and a second by Dorothy Holmes the report was accepted.

**Annual report to the Community:** The report is completed Peggy Errington told us.

**NY State Audit:** Peggy informed us that she had the exit interview with the State Auditors. They raised concerns with our check issuing procedures. We will contact those necessary individuals to clarify the changes that we need to make.

**Expansion-OP Green Space:** John Bailey has been contacted to determine if we can expand into the town green space. He has not responded to the call.

**New Business:**

**2016 Contract with B&ECPL:** The annual contract with B&ECPL was approved on a motion by Jack Hinnners and a second by Dorothy Holmes

**Adjournment:** A motion to adjourn was made at 9:05 AM. All were in favor

**Next Meeting:** Tuesday September 20<sup>th</sup> 2016 at 7:30 AM in the Library Meeting Room

Respectfully submitted;  
Jack Hinnners