

Orchard Park Public Library
Board of Trustees Meeting
November 17, 2015

Present:

Doug McFarland, President
Peggy Errington, Library Director
Jack Hanners, Secretary
Dorothy Holmes, Treasurer
Phyllis Banas, President of the Friends of the Library
Patrick Keem, Supervisor Town of Orchard Park
Peggy Snajczuk, Trustee, ACT Liaison

Excused:

Marianne Hoover, Vice President
Lisa Krueger, School Liaison

Opening: President Doug McFarland opened the meeting at 8:02 AM.

Reports:

Minutes: On a motion by Dorothy Holmes and a second by Peggy Snajczuk the minutes of the September 15, 2015 meeting were approved.

Friends of the Library: Phyllis Banas informed us that the Memorial Benches the Friends are considering buying would be four feet in length. They want the benches to look like those across the street from the library. The town needs to pour the concrete pads for them. Phyllis continued that the Fourth Tuesday program will be the history of the Library of Congress. The book sale was very successful and we have received compliments from the Friends of the Library of Elma. On a motion from Doug McFarland and a second by Dorothy Holmes the report was accepted.

Treasurer's Report: We have received an additional bequest of \$66,000 from the Wurster Estate reported Dorothy Holmes. A personalized Thank you will be sent from the Board. iPads have been bought for the Library. The last statement from the Community Foundation showed a loss of \$3,300 for our investment. This is due to a general downturn in the stock market. On a motion by Peggy Snajczuk and a second by Doug McFarland the Treasurer's report was accepted.

Contract Library Financial Report: Peggy Errington reported that we are within our budget. A budget transfer was made to cover landscaping costs. On a motion by Dorothy Holmes and a second by Peggy Snajczuk the Contract Library Financial report was accepted.

Librarian's Report: Peggy Errington continued by informing us that there is a lot of red in this report. But we still continue to be in fourth place in circulation and first in library visits. All of our programs are going well and we had representatives at a recent Galleria mall event where we handed out treats. On a motion by Jack Hinnners and a second by Peggy Snajczuk the Librarian's report was accepted.

Building & Grounds Report: While the gutters have been replaced the heaters have not been installed, Peggy Errington told us. Down to Earth has not done the fall plantings as contracted. The American Flag has become tattered and needs to be replaced. On a motion from Dorothy Holmes a second by Peggy Snajczuk the report was accepted.

ACT Meeting: The first meeting of the season was recently held Peggy Snajczuk told us. The Cheektowaga Library was audited by the state and they found exceptions in the Treasurer's report and outdated bylaws. We feel our Treasurer's report to be in compliance and we have just recently revised our bylaws. The next meeting will be on Dec 5 with the subject being rules and responsibilities of trustees. It was noted by Peggy that we need to have a document retention policy. On a motion by Doug McFarland and a second by Jack Hinnners the report was approved.

Other: Dorothy Holmes asked what first steps we need to take for the development of a building expansion plan. It was suggested that we hold a special meeting on Jan 12 at 7:00PM to begin this process. On a motion by Jack Hinnners and a second by Dorothy Holmes this meeting date was approved.

Unfinished Business:

Historical Papers: Peggy told us that the Orchard Park historical papers are now available on all of the library computers.

Work Stations: We were informed that Buffalo Office Interiors is the low bidder at \$3,300 for the four new work stations.

New Business:

Meeting Dates for 2016; Jan 19th March 15th May 17th July 19th Sept 20th Nov. 15th

Proposed Holiday Schedule: New Year's Day Jan 1 Martin Luther King Jr Day Jan 18

President's Day Feb 15 Memorial Day May 30 Independence Day July 4

Labor Day Sept 5 Columbus Day Oct 10 Veteran's Day Nov 11

Thanksgiving Nov 24 Christmas Eve Dec. 24 Christmas Day Dec 25

Christmas Day Observed Mon Dec 26.

Adjournment: A motion to adjourn was made by Jack Hinnners and a second by Peggy Snajczuk. All were in favor at 9:25 AM.

Next Meeting: Tuesday January 19th 2016 at 8:00 AM in the Library Meeting Room

Respectfully submitted;

Jack Hinnners