

Orchard Park Public Library
Board of Trustees Meeting
January 16, 2018

Present:

Doug McFarland, President
Ann Marie Newbury, Vice President
Peggy Errington, Library Director
Jack Hinnners, Secretary
Peggy Snajczuk, Trustee, ACT Liaison
Victoria Sturman, President, Friends of the Library
Wendy Gloss, School Liaison

Excused: Patrick Keem, Supervisor Town of Orchard Park

Guest: Susan Parzymieso

Opening: President Doug McFarland opened the meeting at 8:06 AM.

Public Comments: none

Reports:

Minutes: On a motion by Peggy Snajczuk and a second by Ann Marie Newbury the minutes of the November 21st, 2017 and the special meeting of January 3rd 2018 were approved.

Treasurer's Report: Peggy Errington reported that various internal budget transfers were made to cover the Parisi Mechanical bill. Vouchers #169–175 and #225-227 were reviewed. On a motion by Ann Marie Newbury and a second by Peggy Snajczuk the treasurer's report and vouchers were accepted.

Contract Library Financial Report: Peggy continued that after the budget transfers we are within budget, with the exception of print cost recovery which will be returned to the Central Library. The unusual boiler costs, considering their relative newness, was discussed. On a motion by Peggy Snajczuk and a second by Ann Marie Newbury the report was accepted.

Librarians Report: Peggy informed us activity levels are still up. Computer usage is lower as it is in the entire system. WiFi activity is lower due to the automatic sign in feature now in use. On a motion by Doug McFarland and a second by Ann Marie Newbury the report was accepted.

Building & Grounds Report: The perimeter lights of the building are not functioning, Peggy told us. The town is going to review the system and install LED bulbs. On a motion by Peggy Snajczuk and a second by Ann Marie Newbury the report was accepted.

ACT Meeting: The next ACT meeting, Peggy Snajczuk informed us, will be this Sat 1/20 in Tonawanda. The discussion will cover staff related issues and library contracts. The subjects for the March and September meetings will be "Putting on Displays" and "Marketing" respectively. On a motion by Doug McFarland and a second by Jack Hinnners the report was accepted.

Friends of the Library: Victoria Sturman told us that their meeting time has been changed to 6:00PM. They now have three new board members. Their December Book Sale date conflicted with Holiday in the park, which lead to some issues. There was a mess left in the sorting room after the sale which will be addressed. Proposed book sale dates are March 2-4 June 1 -3 and September 7-9. A motion to approve the sale dates was made by Doug McFarland and second by Ann Marie Newbury. All were in favor. On a motion by Doug McFarland and second by Ann Marie Newbury the report was accepted.

Unfinished Business:

Building Expansion A second letter was hand delivered to Wayne Bieler two months ago outlining our expansion requirements. There still has been no response. Doug will contact and perhaps go to the planning board meeting.

Icicle: The town is reviewing the reason for massive icicles in the front of out building during extreme cold weather.

B&ECPL: In response to a recent Administration meeting a survey has been developed to determine optimal open and closing times. The survey will be offered to all of the library patrons.

New Business:

Trustee Elections: The following slate of officers was proposed for 2018:

Doug McFarland, President

Ann Marie Newbury, Vice President

Jack Hinnners, Treasurer

Open, Secretary

On a motion by Jack Hinnners and a second by Ann Marie Newbury the slate of officers was approved

Trustee Recruitment: Various candidates are being reviewed.

Carpet Cleaning: Quotes are being reviewed for the professional cleaning of the library carpets.

FYI: Contract Extension: The Contracting Library/B&ECPL System contract has been extended.

Adjournment: A motion to adjourn was made by Doug McFarland and a second by Jack Hinnners to adjourn the meeting at 10:06 AM

Next Meeting: Tuesday March 20, 2018 at 8:00 AM at the Library.

Respectfully submitted;
Jack Hinnners, Secretary