

Orchard Park Public Library
Board of Trustees Meeting
May 19, 2015

Present:

Doug McFarland, President
Marianne Hoover, Vice President
Peggy Errington, Library Director
Jack Hinnners, Secretary
Dorothy Holmes, Treasurer
Patrick Keem, Supervisor Town of Orchard Park
Peggy Snajczuk, Trustee, ACT Liaison

Excused:

Phyllis Banas, President of the Friends of the Library

Absent:

Lisa Krueger, School Liaison

Opening: President Doug McFarland opened the meeting at 8:05 AM.

Public Comment: Peggy Errington told us that the Orchard Park Library was the second most visited in Erie County for the year 2014.

Marianne Hoover reported that Peggy Snajczuk is now the president of ACT (Association of Contract Library Trustees).

Reports:

Minutes: The resolution listed for the treasurer's report should have indicated the amount to be paid to Jaeckle , Fleischmann and Mugel would be **up to** \$1,780 not \$1,780 as written. With that modification the minutes of the March 17th meeting were approved by Peggy Snajczuk and seconded by Dorothy Holmes.

Treasurer's Report: Peggy Errington informed us that we have received \$13,000 worth of bequests this reporting period. An amount of \$12,500 was received from Sharon Wurster and \$500 from James and Margaret Marean. On a motion from Doug McFarland and a second by Peggy Snajczuk Treasurer's report was approved.

Contract Library Financial Report: We are well on track for all budgeted items Peggy Errington reported. There are no major concerns. On a motion from Doug McFarland and a second by Dorothy Holmes the financial report was accepted.

Librarian's Report: Peggy Errington continued by informing us that circulation was down slightly. Our library ranks third in circulation in the entire Erie County Library system. The staff is

on track for the sexual harassment training. Doug McFarland moved and Peggy Snajczuk seconded the approval of the Librarians report.

Building & Grounds Report: The vinyl gate has been fixed reported Peggy. The gutter heating elements need to be replaced. Marianne Hoover brought to our attention the need for grounds cleanup. Peggy Errington said Paul will contact a private contractor for an estimate. A resolution was proposed that the cleanup contract should include grounds cleanup, edging, pruning and mulching for a cost not to exceed \$2,500. All were in favor of the resolution. On a motion from Jack Hinnners and a second by Dorothy Holmes the report was accepted.

ACT Meeting (Association of Contract Library Trustees) Peggy Snajczuk informed us that the ACT meeting was two weeks ago. They toured the renovated Hamburg Library and during the meeting discussed possible fund raisers and reviewed the State report. The next meeting will be in October or November. On a motion by Doug McFarland and a second by Marianne Hoover the ACT report was accepted.

Friends of the Library: It was reported that the May Friends of the Library book sale made \$1,487. Leftover children's books from the sale have been donated to Nancy Lynam to support Crossroads Springs in Africa. She plans to travel to Africa in July to set up a small library of donated children's materials in Kenya.

Unfinished Business:

By-Law Amendments : The revised by-law amendments have been received from Jaeckle, Fleischmann & Mugel and discussed at length. These changes will follow those of the central library. Questions arose with regard to Article 2 section 3 and Article 7. Peggy Snajczuk will seek a clarification.

B&ECPL Employee Handbook: Peggy Snajczuk and Peggy Errington recommended adoption of the use of the Buffalo & Erie County Library handbook. On a motion by Doug McFarland and a second by Jack Hinnners the recommendation to adopt was approved.

New Business:

Comptrollers Report: The Comptrollers report has been completed and a response has been received. Recommendations include our developing a procurement policy and expansion of our investment policy. Jack Hinnners will review the current policies. .

Annual report to the Community: The annual report to the community has been completed and distributed. As a show of appreciation for the staff's work Marianne Hoover suggested that we have a simple party for the staff around the 4th of July. On a motion by Peggy Snajczuk and a second by Dorothy Holmes the appreciation party was approved.

Local Newspaper Microfilm Conversion Project: The Historical Society and The Friends of the Library are willing to under write the cost of the microfilm conversation.

Adjournment: A motion to adjourn was made by Jack Hinnners and a second by Doug McFarland. All were in favor at 9:48 AM.

Next Meeting: Tuesday July 21, 2015 at 8:00 AM in the Library Meeting Room

Respectfully submitted;

Jack Hinnners