

Orchard Park Public Library
Board of Trustees Meeting
March 20, 2018

Present:

Doug McFarland, President
Ann Marie Newbury, Vice President
Peggy Errington, Library Director
Peggy Snajczuk, Trustee, ACT Liaison
Wendy Gloss, School Liaison

Excused: Jack Hinnners, Treasurer, Victoria Sturman, President, Friends of the Library, Patrick Keem, Supervisor Town of Orchard Park

Guest: Marilyn Pelleschi

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

Public Comments: none

Reports:

Minutes: On a motion by Doug McFarland and a second by Peggy Snajczuk, the minutes of the January 16th, 2018 were approved.

Treasurer's Report: Treasurer Jack Hinnners was excused. Vouchers #176-186 and #228-231 were reviewed. On a motion by Ann Marie Newbury and a second by Doug McFarland, the treasurer's report and vouchers were accepted.

Contract Library Financial Report: Peggy reported that print cost recovery revenue continues to be down. We are on budget for all other lines. On a motion by Doug McFarland and a second by Ann Marie Newbury, the Contract Library Financial 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 appears to have stabilized. Increased circulation may be attributed to, in part, the West Seneca Library expansion project. We wish a fond farewell to Library Associate Laurie Obrochta as she takes a position at the Hamburg Library. On a motion by Ann Marie Newbury and a second by Doug McFarland, the report was accepted.

Building & Grounds Report: Town Engineering was notified that ice damming has occurred at the downspouts in the front of the building, causing water to seep into the building. Carpet Cleaning estimates were reviewed and Bieler Janitorial Service has been selected for the task. The Board approved the purchase of a debit card, amount not to exceed \$500, for the

acquisition of a landscape passive drip watering system. On a motion by Doug McFarland and a second by Ann Marie Newbury, the report was accepted.

ACT Meeting: The next ACT meeting, Peggy Snajczuk informed us, will be Saturday, 5/5 in Collins. The discussion will cover library audits, an overview of the contract which Contracting libraries are required to sign with the System, and information regarding the NY State Trustee Association. The subject for the September meeting will be "Marketing". On a motion by Doug McFarland and a second by Ann Marie Newbury, the report was accepted.

Friends of the Library: Victoria Sturman was excused, but provided a report. The March Book Sale was very successful. A UHaul was rented to dispose of all the leftover books not taken by charities. New Chairperson Bonnie Kehler will be taking over the quarterly book sales beginning in September. Two Friends board members will be attending the annual Southtowns Friends Meeting, held this year at Hamburg Library on April 19th. On a motion by Doug McFarland and second by Peggy Snajczuk, the report was accepted.

Other: The library received a thank you letter from WNYLRC for hosting for hosting the advocacy meeting with Senator Chris Jacobs February 21st.

Unfinished Business:

Building Expansion Director Errington and several members of the Board viewed the webinar prepared by the State Department of Library Development for Library Construction projects. Jack Hinners, Ann Marie Newbury and Peggy Errington attended a meeting with Orchard Park Supervisor Keem regarding the feasibility of library expansion and next steps in the process. Ann Marie Newbury will follow-up with the supervisor regarding the latest statistics for funds available for library construction next fiscal year.

B&ECPL Admin: In response to a recent Administration meeting a survey has been deployed for in print and online to determine optimal open and closing times. Results of the survey are as follows: 70% of print and 62% of online respondents preferred that the open hours of service remain unchanged. A response to the System will be prepared for B&ECPL administration.

NY State Annual Report: The NY State Annual Report was reviewed and, on a motion from Doug McFarland and second by Ann Marie Newbury, the 2017 State Report was approved.

New Business:

Staff Development Day: The Board has approved staff attendance at B&ECPL Staff Development Day, scheduled all day May 9th. Library open hours will not be altered for staff attendance.

Staff Changes: Orchard Park Library is posting the position of Library Assistant, full time to fill the vacancy left by Laurie Obrochta, Library Associate RPT.

Adjournment: A motion to adjourn was made by Doug McFarland and a second by Ann Marie Newbury to adjourn the meeting at 9:36 AM

Next Meeting: Tuesday May 15, 2018 at 8:00 AM at the Library.

Respectfully submitted;
Peggy Errington, Director