

ANGOLA PUBLIC LIBRARY

BOARD OF TRUSTEES MEETING November 1st, 2022

PRESENT Jack Kuebler, Jenn Page, Sally Needham, Diane Volker, Tressa Crehan, Val Stonitch, Patty Friend Excused: Mari Grennell, Barb Schmitt

Jack opened the meeting at 6:00PM. Diane moved to accept the **AGENDA**, seconded by Tressa, motion carried. Tressa moved to accept the **MINUTES** of the previous meeting, seconded by Diane, motion carried. Tressa motioned to accept the **TREASURER'S** Report, seconded by Sally, motion carried.

CORRESPONDENCE: See Director's report. A note from Carima that there is a Trustee's Holiday Gathering scheduled for Dec 14th at 5:30PM at the Central Library.

DIRECTOR'S REPORT - includes LIBRARY STATUS REPORTS

- A. PROGRAMS:** as presented on Director's Report. Halloween Preview and Fun nights were well attended. Verbal thank you from Val for hosting the Preview Night for the Girl Scouts. (See facebook posts posted by Val.) Activities included: Guessing contest, sensory box, tossing game, craft table, snacks and obstacle course. FUN for all!
- B. PROGRAMS UPCOMING:** as presented on Director's Report.
- C. CENTRAL NEWS** as presented on Director's Report. Holiday Schedule released for 2023. Act Meeting will be held Jan 23rd, 2023 at West Seneca Library.
- D. STAFF REPORT** as presented on Director's Report. Zoey Morrisey resigned as Senior Page effective 10/28/2022. The position has been upgraded to Library Clerk and Shawna John is in the process of being hired. (She previously worked at Hamburg Library.)
- E. CIRCULATION REPORT** as presented on Director's Report: 2022 YTD: Library Visits 30,767, Circulation at 26,650.
- F. PURCHASES AND NEEDS *** as presented on Director's Report. Paint for new exterior door was purchased and the new emergency door has been painted. Quotes have come in for purchase of new shelving. Quotes came back higher than anticipated. \$9,786.80. If we redid the entire library it would be about \$50K. Discussion about using Grant Funds towards this project. (See New Business.)
- G. FUNDRAISING** as presented on Director's Report: YTD \$2,116.18 includes Candy Bars, Book and Library Bags Sale, as well as funds from the Donation Jar and Afghan Raffle.
- H. GRANTS** as presented on Director's Report: Expenditures and remaining balances noted on the report. Motion to accept FULL DIRECTOR'S REPORT was made by Diane and seconded by Sally. Approved.

OLD BUSINESS

- CENTENNIAL ANNIVERSARY – (Carried over from April Meeting.) the Angola Public Library will be 100 years old in 2024. (11/24/1924 – 11/24/2024). Looking for ideas on how to celebrate. We can celebrate at our Harvest Dinner too! History Note: Library was established in 1880, but didn't become a Public Library until 1924. In 1924 it was located in the back of the old Angola Bank Building. In 1971 we moved to our current building.
- ROOF REPAIR and DOOR GRANT REQUEST has been submitted – Trustee President Jack Kuebler completed all the paperwork necessary for the submission of the Grant Request to the State, which includes a repair bill for the side door. (We are hoping for reimbursement of this expense.) We don't have assigned SAM# as of this date. Jennifer mentioned that there may be a water leak on ceiling near electrical box. She will contact Jack from Village of Angola to review.
- HARVEST DINNER 2022 – Results - We made \$2,744.12. A wonderful dinner was again provided by Cala's Catering. This is our 10th year, and it was our 2nd best Harvest Dinner overall. (2019 was THE best with 222 in attendance.) Jack had sent out 49 letters to local politicians. Our Angola Village officials were in attendance as well as Kimberly Johnson (Chair of Systems Board, Buffalo and Erie County Public Library), Carima El-Behairy (Assistant Chair of Systems Board, Buffalo and Erie County Public Library), and John Spears (Systems Director, Buffalo and Erie County

Public Library). Kimberly won the beautiful afghan made by Jackie Haderer. Extra desserts and food were available for those in attendance to take home if they so desired. The strolling violinist was great too!

NEW BUSINESS

- A. Discussion regarding next year's HARVEST DINNER** -Possibly sell advance tickets only so we get a better head count? Possibly move to a November date as we have had in the past? There seems to be a lot of other events happening during October. In the end, we decided to keep the October date – next year's event will be held on October 21st, 2023. We will reach out to churches and local event schedulers as it get's closer to our event date to avoid conflicts (hopefully). Jennifer to add "Save the Date" in the upcoming "Thank you" note for the Pennysaver.
- B. Trustee Emeritus – Resolution** read by Jack Kuebler: *"Whereas Jacqueline Haderer has served as Trustee of the Angola NY Public Library for 38 years, most of them as Tresasurer and Whereas she continues to support the Angola Public Library from her new home in North Carolina and Whereas this Board of Trustees of the Angola NY Public Library wishes to recognize her outstanding service to the Angola NY Public Library, Therefore be it resolved that Jacqueline (Jackie) Haderer is henceforth recognized as "Trustee Emeritus" effective November 1st, 2022 by order of the Board of Trustees of the Angola NY Public Library Board of Trustees."* Motion made by Jack, seconded by Sally and Diane. Unanimous vote -all in favor. motion carried. Jack will prepare a certificate to send to Jackie. (By the way – Jackie's birthday is November 5th.)
- C. OPERATION HOUR CHANGES** - Jennifer presented three possible hour schedules to the board. The changes were made based on input from visitors to the Angola Library, many citing a need for later hours and earlier hours. The library is legally obiligated to be open 25 hours. We are open 38 hours. After discussions with Jennifer and the Board members, a motion was made by Sally and seconded by Tressa to allow the library director to select the hours at this time and see how the chosen schedule works. Choice #2 (Mon. & Thu 12pm-8pm; Tue & Fri 9am-5pm; Wed & Sat 12pm-3pm) was selected by Jennifer and will be implemented in January of 2023.
- D. CREDIT CARD CLIENTS** – Discussion regarding setting a policy for credit card transactions. Is it legal to have no CC less than \$10.00? Jennifer advised that Central has a policy for no CC less than \$5.00. 'SQUARE' is the cheapest charge card transaction company 1 ½% + .10cents and you receive the money the next day. Pay Pal has option of 2% and .49cents and the donor can round up donation to include the fee as an option. Motion made by Tressa to authorize Director to contact 'SQUARE' to process the credit card charges for customer payments/transactions. Seconded by Diane. Carried. We will use both on case by case issue.
- E. PURCHASES AND NEEDS*** – discussion and voting resolution on items mentioned in Director's Report. Library Interiors is the installer and supplier of the additional shelving needed. Sally motioned and Tressa seconded that based on the quotes received for the rest of the library shelving, that we increase the amount from \$7,500.00 as authorized last month to \$9,500.00. Motion made that via State Bid that we will purchase 11 units of wall mounted book shelving at an approximate cost of \$9,500.00 including installation. The old units will go to County surplus. We won't purchase the additional shelving until we receive the units from the City of Tonawanda Library. Unanimous agreement - Motion carried. Our cost will be about \$4,000.00 as we anticipate using our two grants towards this purchase.
- F. Library Board PRESIDENT'S TERM** – Jack's term is up at the end of this year, however he promises he will re-run for President! (Whew!)
- G. We learned that Vinny Cala's wife passed away** at the age of 57. Vinny and his family have the sincere condolences of our Library Board and staff.

NEXT MEEETING will be December 6th, 2022 We will have our "Trustee Learning" at this meeting with some refreshments.

ADJOURNMENT Jack motioned that we adjourn the meeting. No second is required. Meeting adjourned 7:00 PM

Respectfully Submitted,
Patty Friend