

**Board of Trustees Regular Meeting**  
**Tuesday, November 12<sup>th</sup>**  
**MINUTES-PROPOSED**

**Called to order at: 6:10 PM**

**In attendance:** Lydia Herren, Suzanne Borowicz, Linda Congilio, Cathy Osborn

- I. Review and approval of September Minutes  
Motion to Accept Minutes Made by: Linda 2nded by: Suzanne Carried Unanimously
- II. Treasurer's Report  
Motion to Accept Treasurer's Report Made by: Cathy 2nded by: Suzanne Carried Unanimously
- III. Report of the Director (Report attached)
  - a. Budget Updates – brainstormed about possible uses of Tech Grant
  - b. Fall Program Statistics
  - c. Winter Program Plans
  - d. Book Sale Final Report – discussed possibility of 2<sup>nd</sup> book sale in summer
  - e. Building Updates
    - i. Pavilion Construction and NYS Grant Completion – YAY!
    - ii. Timer Replacement – agreed to accept quote from Dynamic Electrical Solutions to replace it.
    - iii. Talked about the possible need for driveway lighting.
  - f. Policies for Review
    - i. Disposal of Obsolete or Surplus Property Policy – Review – no changes suggestedMotion to Accept Surplus Disposal Policy Made by: Linda 2nded by: Cathy Carried Unanimously
  - g. New Policy Discussion – Pavilion Use Policy? Yes – will discuss more as it comes into more use. Also discussed the need to do an inventory of library and grounds to update insurance.
  - h. Holiday Closure for 2025 – agreed to keep it the same
- IV. President's Report
  - a. Trustee Education
    - i. Requirements for 2024 and Self-Assurance Form – need to complete by 12/31/24
- V. Old Business - None
- VI. New Business – None
- VII. Motion to Adjourn Made by: Cathy 2nded by: Linda Carried Unanimously
- VIII. Meeting adjourned at: 7:03 PM

**Reminders:**

*All resolutions must be dated and numbered. Policy review resolution should be sent to BECPL Human Resources department once completed as well.*

**2025 Meeting Schedule:**

February 11 – Policy Updates

June 10 – Annual Meeting for Consistent Trustee Terms

Floating Meeting in June, July or August for Contract Approval

September 9 – Fundraiser, Book Sale, Maintenance Updates

November 18 – Final Meeting of the Year, Financial Wrap Up (November 11<sup>th</sup> is Veterans Day)

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