

November 18, 2024
Eden Library Board of Trustees

Library Board President Pat Smith called the meeting to order at 5:20 p.m. In attendance were Jim Agle, Linda Meyer, Bettyann Neifer, Jon Wilcox, Sue Wilhelm and Library Director Donna-Jo Webster. Dean Nelipowitz, Eden Fire Inspector, was also present to explain the fire alarm inspection and recommendation.

Presentation by Fire Inspector:

Dean explained that there nothing wrong with either the security system or the fire alarm system. However, the fire alarm system that the library has was discontinued in 1995 and it is not possible to get new parts for it should there be a problem. He further stated that Amherst Alarm should be testing the system annually, but we don't think they have ever done this and Dean is going to call them to ask for their records on testing at the Library. Dean told us that the equipment we currently have is the Simplex Fire Alarm and that only that company can work on it.

Dean recommended that if we make a change we should go with All State Fire and Security who use Auto Call for the fire alarm. This equipment is serviceable by any company. Currently our dispatches go through the security system.

A new system could either be a conventional system or an addressable system that would identify the actual location of any fire when it sent out the alarm.

Dean also ran through the fees associated with getting a new system. The fire alarm panel would run \$3300 plus an additional \$395 for installation. Monitoring would include yearly fire alarm testing, fire extinguisher testing, fire and security monitoring, and back flow testing. The rates in All State's proposal were for all of the Town's buildings, not just the Library so they are not included here. The proposal outlining all of this equipment and monitoring is included with these minutes.

It is unclear whether or not the Town is making a shift in their fire system equipment at this time because of the extensive cost of reroofing the Town Hall. It would undoubtedly be advantageous for the Library to use the same system as the rest of the Town buildings if it would save on monitoring fees. No action was taken at this time.

Jon suggested Dean also check out Great Lakes Alarm and Security Products as he has had favorable experience with them. The Board thanked Dean for his presentation and will continue to investigate options that will align with those of other Town buildings.

The minutes of the October 14, 2024 meeting were read. A motion was made by Jim and seconded by Sue to accept the minutes as read. This was passed.

DIRECTOR'S REPORT

Donna-Jo reported on October statistics. It was a good month with both patron count and circulation up over September. However, there were no attendees for the tween/teen Halloween event. The Fire Department's Scavenger Hunt was well received. Sue made a call and reported that there were three winners. Donna-Jo

attended a reading program at the GLP School and talked to 79 people and gave out applications for library cards.

Donna-Jo also reported on balances in the Local Revenue account.

BILLS:

The following bills were presented for payment:

- Erie County Water Authority... \$83.40
- Eden/North Collins Pennysaver..... \$256
- Amherst Alarm.... \$165 for service call
- Eden Tractor for snowblower servicing.... \$129.95
- McAllister Plumbing.....\$ 193 for backflow testing (\$125 testing, \$20 filing fee, \$45 to come, \$3 for invoice). Sue will take this to the Town as they have previously paid this.

The Amherst Alarm bill was questioned as Bettyann had spoken with Jim Brass about this previously. She will call him again to check on the status of this and let the Director know the outcome. A motion was made by Jim and seconded by Jon to pay these bills including Amherst Alarm pending the information Bettyann receives. This was passed.

TREASURER'S REPORT:

Bettyann reported on balances and disbursements for October. The Book Sale made \$619.16 which was down a little from last fall. We have a CD maturing at Woodlawn Federal Credit and she will renew that. Since we have quite a large balance in a savings account at Key Bank she is also going to put \$25,000 into a CD there.

OLD BUSINESS:

Jon is still looking into getting someone to check out a replacement window for the Meeting Room; he Jon will also get an estimate for new blinds.

NEW BUSINESS:

Donna-Jo is looking into having some type of holiday music program. It will probably be held on December 18.

Pat attended the ACT meeting last month. The program centered on budget projections for 2025. It was noted that 80% of the budget goes to personnel. The System Director made a point of stating that no budget monies can be used for employee incentives of any kind. Friends groups can use their funds to provide this type of thing because they are not publicly funded.

Pat also looked through some of the policies that need reviewing. These include:

- Procurement, adopted in 2016.
- Freedom of information, adopted in 2017.
- Petty cash, adopted in 2019
- Conflict of Interest: 2014

We will start reviewing these at the next meeting. The By Laws were last reviewed and updated in 2022. These need to be done every 5 years. Our Long Range Plan of Service is for 2023—2027.

Pat also reviewed Meeting Room policies for many other libraries in the system and they all stated that meeting rooms were only to be used during hours that the library is open. There is a form for requesting to use this room and it should be signed by outside groups using the room due to possible liability issues.

The next meeting will be held on December 9, 2024 at 5:15.

The meeting was adjourned at 6:35 p.m.

Respectfully submitted,
Linda Meyer, secretary