

**Orchard Park Public Library
Board of Trustees Special Meeting
October 16, 2024**

Present:

Doug McFarland, President
Peggy Snajczuk, Vice President, ACT Liaison
Ann Marie Newbury, Treasurer
Christine Tempestoso, Secretary
Peggy Errington, Library Director
Rob Kubiak, Trustee via phone

Excused:

Paul Pietrantone, OPCSD Liaison
Friends of the Library Liaison

Opening:

The meeting was opened by Doug McFarland at 8:58 AM.

Public Comment:

None

Reports:

None

Unfinished Business:

None

Executive Session:

The Board adjourned to executive session to discuss the pending Library Director vacancy due to the retirement of the current director.

Concluded executive session and resumed meeting.

New Business:

Director Search Posting:

Trustee members analyzed the Library Director II job vacancy posting, provided by the Buffalo & Erie County Public Library and the board will submit the following job posting revisions to Central HR to begin the search for a new director:

- Change "Sample Work Activities" to "Responsibilities Include,"
- Change "Minimum Qualifications" to "Civil Service Qualifications,"
- Change "Specific Requirements" to "Qualifications and Personal Attributes,"
- Change "keeps informed of professional developments" to "keeps current with continuing education,"
- Add "ability to work cohesively with the Friends of the Orchard Park Public Library volunteers, offering support as needed,"
- Add "assessing and redesigning physical spaces to align with evolving community needs, ensuring optimal use of resources,"
- Add "to reflect community needs" to review selection of materials,

- Add “monitors and adapts to changing library service trends, ensuring the library meets the evolving needs of the community”.

Doug McFarland moved to approve and was seconded by Ann Marie Newbury. Motion carried.

Policy Review:

Approval of the Bulletin Board Policy:

We, the members of the Board of Trustees of the Orchard Park Public Library reviewed and moved to approve as unchanged the Bulletin Board Policy. Motion made by Ann Marie Newbury, seconded by Peggy Snajczuk. Motion carried.

Freedom of Information:

We, the members of the Board of Trustees of the Orchard Park Public Library reviewed and moved to approve as unchanged the Freedom of Information Law (FOIL). The Board will look into the designation of an appropriate employee or employees as “Records Access Officers” for the Orchard Park Public Library. Motion made by Ann Marie Newbury, seconded by Peggy Snajczuk. Motion carried.

Whistleblower:

We, the members of the Board of Trustees of the Orchard Park Public Library reviewed and moved to approve as unchanged the Whistleblower Policy. The Board will look into creating a committee with a chair or assign a position to the Board to establish a compliance officer and governing committee at a future meeting. Motion made by Ann Marie Newbury, seconded by Peggy Snajczuk. Motion carried.

Other:

- Peggy Errington reported that she will be applying for a forward facing technology grant that can be used to purchase equipment that directly impacts the community. She is brainstorming ways to update the conference room presentation equipment. Christine Tempestoso recommended a ViewSonic Board and offered to send Peggy more information.
- Ann Marie Newbury proposed evaluating times for future board meetings in regards to scheduling during the afternoon or early evening.
- The Orchard Park Town and Orchard Park Public Library websites have been updated with names and positions of Board of Trustee members.
- Discussion regarding an open reception during library hours to celebrate Peggy Errington’s retirement and years of service as Director of the Orchard Park Public Library. A date of December 8, 2024 from 12:30-2:30 was proposed.

Next regular Board of Trustees meeting is scheduled for November 19, 2024.

Adjournment:

Motion to adjourn made by Doug McFarland and seconded by Ann Marie Newbury. Motion carried. Meeting adjourned at 10:01 AM.

Respectfully submitted by Christine Tempestoso, Secretary.