

**Orchard Park Public Library
Board of Trustees Special Meeting
February 11, 2025**

Present

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

Excused

Julia Mombrea, Town of Orchard Park
Linda Boldt, Friends of the OP Library
Paul Pietrantone, OPCSD

Opening

The meeting was called to order by Doug McFarland at 6:06PM.

Public Comment

None

Minutes

The minutes were approved from the January 23, 2025 meeting on a motion from Doug McFarland and seconded by Ann Marie Newbury. Motion carried.

Financial Update

Ann Marie Newbury gave the financial report noting that accounts were opened at Five Star Bank. A 12 month CD with rate of 3.75% - Value \$131,416.75 - all of Estate Line and a Money Market with rate of 3.05% - Value - \$2,000.00 - from general savings.

Sign Town COI Disclosure Forms

All Board of Trustee members signed and are in compliance with the Town COI Disclosure Forms.

2024 System-Wide Policy & Procedures Updates

Review By-Laws

After discussing the By-Laws, a decision was made to form a committee of three trustee members to perform a deep dive into the document. The members include Doug McFarland, Peggy Snajczuk and Rob Kubiak. Peggy Snajczuk will be leading the committee. Tom Carloni will post the meeting date online and committee members were reminded to take minutes. Doug McFarland moved to create a By-Laws Committee and was seconded by Christine Tempestoso. Motion carried.

Review Long-Range Plan

After discussing the Long-Range Plans, a decision was made to schedule a special meeting on March 29, 2025 at 9AM to deep dive into creating a specific and accountable document. The trustees felt that the Long-Range Plan document is a great opportunity to develop goals that align with the new Director

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and vision of the Library Board. Doug McFarland moved to schedule a special meeting and was seconded by Rob Kubiak. Motion carried.

Review Surety Bond

The Surety Bond is a supplemental policy that covers up to \$2500 worth of employee theft and costs about \$142 per year. Central Library carries a policy covering up to \$5000 for a claim for similar insurance. Ann Marie Newbury will call to cancel the current Surety Bond. Doug McFarland moved to cancel the current Surety Bond and was seconded by Peggy Snajczuk. Motion carried.

Water Fountain Update

Tom Carloni gave an update about replacing the current water fountain to a water bottle filler station. The Town of Orchard Park is willing to cover the cost of half of the funds. Ann Marie Newbury will email Senator Gallivan's office to see if funds can be established.

Survey for Community Needs

The Library Board would like to survey the community needs and brainstormed ideas on how to get the most responses. Some suggestions were putting a link in the OP School District's Backpack, OP School District Budget Vote in May, and an ad in the Orchard Park Bee Publication. A plan to collect survey results at the Taste of Orchard Park was discussed. Tom Carloni will send relevant results from the 2022 Community Survey to Trustee Members.

Adjournment

Motion to adjourn made by Doug McFarland and seconded by Christine Tempestoso. Motion carried. Meeting adjourned at 7:59PM.

Respectfully submitted by Christine Tempestoso, Secretary.