

Orchard Park Public Library
Board of Trustees Meeting
March 21, 2017

Present:

Doug McFarland, President
Peggy Errington, Library Director
Jack Hinnners, Secretary
Dorothy Holmes, Treasurer
Ann Marie Newbury, Trustee
Wendy Gloss, School Liaison
Phyllis Banas for Victoria Sturman, President, Friends of the Library
Connie Fitzpatrick for Patrick Keem, Supervisor Town of Orchard Park

Excused:

Peggy Snajczuk, Trustee, ACT Liaison

Opening: President Doug McFarland opened the meeting at 8:07 AM.

Reports:

Minutes: On a motion by Dorothy Holmes and a second by Doug McFarland the minutes of the January 17, 2017 and the special meeting of February 7, 2017 were passed.

Treasurer's Report: Dorothy Holmes reported that she continues to be boring. There is nothing new to report financially with the exception of the investment value adjustment of the Foundation Funds of \$1,020.52. It was discovered that batteries for the smoke detection system were leaking and creating false alarms. On a motion by Dorothy Holmes and a second by Jack Hinnners it was approved to accept a two year service contract for the servicing of the alarms from Davis Ulmer in the amount of \$1,580. On a motion by Ann Marie Newbury and a second by Doug McFarland the Treasurer's report was accepted.

We continued by reviewing the Claims Report for the period. The vouchers were reviewed and on a motion by Dorothy Holmes and a second by Ann Marie Newbury vouchers #128 thru #137 and vouchers #211 thru #214 were approved and accepted.

Contract Library Financial Report: Peggy Errington reported that the numbers should stabilize now that Hamburg has been open for a year. The repair and maintenance line will support the Davis Ulmer service contract. On a motion by Doug McFarland and a second by Jack Hinnners the Contracting Library Financial report was accepted.

Librarian's Report: Peggy continued that circulation is down mostly due to one less day open in February due to leap year. Programs are all going very well. On a motion by Ann Marie Newbury and a second by Dorothy Holmes the Librarian's report was accepted.

Building & Grounds Report: We reviewed the building and grounds report. Our security system installation is moving ahead. The theft problem seems to be resolved. On a motion by Jack Hinnens and a second by Ann Marie Newbury the report was accepted.

ACT Meeting: No report

Friends of the Library: Phyllis Banas informed us that the last book sale was a great success. The book nook and cart are great revenue generators. The next book sale will be in June. On a motion by Dorothy Holmes and a second by Ann Marie Newbury the report was accepted.

Other: Dorothy Holmes thanked Connie Fitzpatrick for representing the Town.

Unfinished Business:

Security Issues: Peggy Errington reported that Direct Security Systems will start installation of the surveillance system on April 5.

Building Expansion: Doug McFarland met with several librarians and discussed their expansion projects. He also met with Wayne Bieler who is willing to discuss our expansion plans.

Social Media: Librarian Kasey Mack suggested that we as a library create our own Facebook page. There are several unofficial sites out there now. When we create our own official page we can delete the unofficial sites. The site would be managed by her and other staff members. On a motion by Doug McFarland and a second by Jack Hinnens it was moved to create an official Facebook page.

Watering System: We will review the Town's support of the watering system. In addition a determination needs to be made of the town's commitment to maintaining the landscaping. Doug McFarland and Dorothy Holmes approved the report.

New Business:

State Report: Peggy Errington presented the State Annual Report. All members were in favor and approved the State Annual Report.

Conflict of Interest Forms: All of the members completed the Conflict of Interest forms.

Art Splash: Doug McFarland moved and Ann Marie Newbury seconded the motion granting permission for the use of library facilities for OP Central Schools Art Splash Reception on Friday, May 19th from 7:30 – 9pm. Artwork will remain on display until June 2nd. All were in favor.

Meeting Time: It was moved by Ann Marie Newbury and seconded by Dorothy Holmes to change our meeting start time to 8:00 AM. All were in favor.

Adjournment: A motion to adjourn was made at 9:32 AM. All were in favor

Next Meeting: Tuesday May 16, 2017 at 8:00 AM in the Library Meeting Room

Respectfully submitted;
Jack Hinnens