

Orchard Park Public Library  
Board of Trustees Meeting  
May 17, 2016

**Present:**

Doug McFarland, President  
Peggy Errington, Library Director  
Jack Hinnners, Secretary  
Dorothy Holmes, Treasurer  
Peggy Snajczuk, Trustee, ACT Liaison  
Phyllis Banas, President of the Friends of the Library

**Excused:**

Lisa Krueger, School Liaison  
Patrick Keem, Supervisor Town of Orchard Park  
Marianne Hoover, Vice President

**Opening:** President Doug McFarland opened the meeting at 7:31 AM.

**Reports:**

**Public Comment:** Peggy Errington indicated that if we are to use the green space south of the existing building we will need approval from the town. It is estimated that the cost of the extension will be approximately \$800.00 per square foot for a 2400 square foot addition. Peggy will explore the procedure to petition the town for permission to use the green space.

**Minutes:** Dorothy Holmes stated that the Art Splash section under the New Business section of the 3/15 minutes should read: Art Splash in conjunction with the Orchard Park Central Schools will hold a reception on 5/13 and the display will remain through 5/27. With this modification made on a motion by Dorothy Holmes and a second by Peggy Snajczuk the minutes of the May 15, 2016 meeting were approved.

**Treasurer's Report:** Dorothy Holmes informed us that the recently received Community Foundation statement shows an investment loss of \$961.23 and Administration costs of \$112.00. It was requested that Jack Hinnners ask the Foundation to remit the annual allocation and require that it be sent automatically in the future. On a motion by Doug McFarland and a second by Jack Hinnners the Treasurer's report was accepted.

**Contract Library Financial Report:** Much the same as last month Peggy Errington reported. Ecommerce payments are increasing and fine payments decreasing. All other budget items are on track. The State auditor likes our financial report. On a motion by Peggy Snajczak and a second by Dorothy Holmes the Contracting Library Financial report was accepted.

**Librarian's Report:** Our library activity and computer use is down while WiFi use is up reported Peggy Errington. Visits are on an upward trend. The coloring club is taking off and other programs are well supported. On a motion by Peggy Snajczak and a second by Dorothy Holmes the Librarian's report was accepted.

**Building & Grounds Report:** We are still waiting for the return of the two reupholstered wing back chairs. We have received the café tables and café chairs. The town engineers examined the crack in the main reading room wall and determined it to be OK. On a motion from Doug McFarland a second by Peggy Snajczak the report was accepted.

**ACT Meeting:** The last meeting of the 2015 – 2016 season was held on Sat 4/9. Lawley Insurance did the presentation of library insurance coverage. We need to have our contractors name us as beneficiaries on their policies. Peggy Snajczak continued that the 2016-2017 program schedule will be set in June. On a motion by Jack Hinnners and a second by Dorothy Holmes the report was accepted.

**Friends of the Library:** Phyllis Banas reported their next meeting will be on 6/22 and the book sale on 5/21. The 5/28 fourth meeting will feature Our Lady of Victory and the 9/27 meeting will feature Patrick Keem. On 9/28 we will be hosting Southtowns Friends meeting. On a motion from Doug McFarland and a second by Dorothy Holmes the report was accepted.

#### **Unfinished Business:**

**Investment Policy:** We will eliminate the collateralization portion of the policy and approve at our next meeting. The auditor approved of the change.

**Staff Development:** There were no customer concerns with being closed part of the day on 5/11 for staff development.

**Art Splash:** Art Splash held on 5/13 was a great success.

**Down to Earth Landscaping:** We have received a proposal from Down to Earth Landscaping for cleanup at \$1,885.00 and \$895.00 for plant replacing, transplanting and moving. On a motion from Doug McFarland and a second by Dorothy Holmes it was approved to use the Community Foundation check to pay for the cleanup. The need will be determined for the plant replacing portion of the proposal.

#### **New Business:**

**NY State Audit:** The only exception noted was the approval process we use to pay bills, we will not make changes until we receive the final audit report.

**Trustee Resignation:** With regret the resignation of Marianne Hoover was accepted by the approval of the whole board. It was suggested that we hold a reception for her. Doug will organize. A search for a new board member will need to be implemented.

**Conflict of Interest Annual Disclosure Statements:** Trustees need forms on file.

**Patron Request Nut Allergy Signage:** After much discussion the Board decided that it did not want any signage. Library will address the issue by highlighting food allergy awareness month.

**Annual Report to the Community:** The annual report to the community had to be redone due to a computer failure. The report will be prepared and sent to the Board for review and approval prior to the July 1<sup>st</sup> deadline for submission to the State.

**Adjournment:** A motion to adjourn was made by Dorothy Holmes and a second by Phyllis Banas. All were in favor at 9:34 AM.

**Next Meeting:** Tuesday July 19<sup>th</sup> 2016 at 7:30 AM in the Library Meeting Room

Respectfully submitted;

Jack Hinnars