

Orchard Park Public Library
Board of Trustees Meeting
Sept. 20, 2016

Present:

Doug McFarland, President
Peggy Errington, Library Director
Jack Hinnners, Secretary
Dorothy Holmes, Treasurer
Victoria Sturman, President, Friends of the Library

Excused:

Lisa Krueger, School Liaison
Patrick Keem, Supervisor Town of Orchard Park
Peggy Snajczuk, Trustee, ACT Liaison

Opening: President Doug McFarland opened the meeting at 7:35 AM.

Reports:

Public Comment: Guest Mindee Muttu, Girl Scout troop leader spoke to us about her eighth grade Girl Scout troop's "Little Free Libraries" project. Troop 31301 built five stands as its Silver Award service project. Each "Little Free Library" will hold books for anyone's use. The books are donated and the stands will be placed around the community. It is the troops' way of sharing their love of reading.

Minutes: On a motion by Dorothy Holmes and a second by Doug McFarland the minutes of the July 19, 2016 meeting were passed.

Treasurer's Report: Dorothy Holmes informed us that we received \$1,285.00 from Legislator John Mills annual hot dog roast. She also asked about the status of the concrete pad and the proposed bench. We were informed that we are awaiting the town to pour the pad. On a motion by Doug McFarland and a second by Jack Hinnners the Treasurer's report was accepted.

Contract Library Financial Report: Peggy Errington reviewed the new audit reporting procedures. She recommended that we have a special meeting to further review and approve these new procedures. On a motion by Doug McFarland and a second by Dorothy Holmes the Contracting Library Financial report was accepted.

Librarian's Report: Our circulation numbers continue to be down which is the same for all other libraries in the system. . However WIFI use is up reported Peggy. On a motion by Doug McFarland and a second by Jack Hinnners the Librarian's report was accepted.

Building & Grounds Report: Peggy informed us that a thermostat was replaced in the director's office and Turf Tenders completed spraying landscaping beds. A revised bill from

Down to Earth was reviewed and will be presented at the next meeting. On a motion by Dorothy Holmes and a second by Doug McFarland the report was accepted.

ACT Meeting: The next meeting is October 15 at the Lancaster Library.

Friends of the Library: Vicki Sturman was welcomed to her first board meeting. She informed us a chess club is being formed. There will be a book sale this month and they will be hosting nine Southtowns Friends groups on 9/28. A Halloween party will be held on 10/27. Vicki raised some recent security concerns. Unauthorized persons have been found in the book sorting room. Security issues are being developed with cost and installation bids to be received. On a motion by Doug McFarland and a second by Dorothy Holmes the report was accepted.

Other: The library partnered with the Erie County Workforce Development Summer Youth Program as a sponsor worksite during July & August. We also sent four teams to the Battle of the Books and finished with a top placement tied for 4th as well as 5th, 10th and tied for 17th out of 27 teams.

Unfinished Business:

NY State Audit: Consideration deferred to a special meeting in October.

Expansion-OP Green Space: We have received a positive response from John Bailey town attorney for use of green space, adjacent to the Library for our possible expansion. It was suggested that Board Members create a list of building expansion requirements for our next meeting.

Down to Earth Landscaping: Approval of the revised Down To Earth Landscaping proposal was tabled to our next meeting. It was affirmed that we must put out for bid future contract proposals.

Legislator John Mills' Fundraiser donation: We received \$1,285 as a result of the hot dog roast.

Marianne Hoover recognition reception: The reception will be held on Sept 30.

New Board Member: Ann Marie Newbury has been presented as a possible Trustee candidate. Members of the board will interview her as soon as possible.

New Business: none

Adjournment: A motion to adjourn was made at 9:37 AM. All were in favor

Next Meeting: Tuesday November 15th 2016 at 7:30 AM in the Library Meeting Room
Respectfully submitted;

Jack Hanners