

Orchard Park Public Library
Board of Trustees Meeting
January 19, 2016

Present:

Doug McFarland, President
Marianne Hoover, Vice 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

Opening: President Doug McFarland opened the meeting at 7:38 AM.

Reports:

Minutes: On a motion by Peggy Snajczuk and a second by Marianne Hoover the minutes of the November 17, 2015 meeting were approved.

Treasurer's Report: Dorothy Holmes reported that the Treasurer's report is relatively unchanged from our last meeting. On a motion by Doug McFarland and a second by Peggy Snajczuk the Treasurer's report was accepted.

Contract Library Financial Report: Peggy Errington reported that we continue to be within our budget. Some minor budget transfers were made. On a motion by Doug McFarland and a second by Marianne Hoover the Contracting Library Financial report was accepted.

Librarian's Report: Our library is still number one in patron visits Peggy Errington reported. There were fewer programs in December and Holiday in the Park's venue changed, which lead to some decrease in traffic. Peggy continued by informing us that she has been appointed to the Systems Strategic Planning Committee. On a motion by Doug McFarland and a second by Peggy Snajczuk the Librarian's report was accepted.

Building & Grounds Report: The town highway dept. has completed its phase of the gutter heater installation but there is some concern that the heaters have not been installed on the inside of the downspouts Peggy Errington told us. This may work and will be closely monitored. On a motion from Doug McFarland a second by Jack Hinnners the report was accepted.

ACT Meeting: The annual ACT Trustee Workshop will be held on Sat. Feb 6th at the Central Library, Peggy Snajczuk told us. On a motion by Dorothy Holmes and a second by Marianne Hoover the report was approved.

Friends of the Library: Doug McFarland reviewed our expansion plans. Phyllis Banas continued that the Friends will be holding a book sale in March. A review of the income generated by those sales was discussed. Phyllis asked for approval of the following book sale dates: 3/4-3/6, 5/20-5/22, 9/9-9/11 a special sale in Nov TBD and 12/2- 12/4. On a motion from Doug McFarland and a second by Dorothy Holmes the book sale dates were approved. On a motion by Peggy Snajczuk and a second by Jack Hinnners the report was accepted.

Unfinished Business:

Work Stations: The new work station furniture has been installed Peggy Errington informed us. There are two back order items that have not been received as yet.

New Business:

Election of Officers: The following slate of officers was proposed:

Doug McFarland, President
Marianne Hoover, Vice 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
All were in favor

E-Rate Disclosures: We have signed and will implement the Internet and Acceptable use policy. Signage describing the policy will be obtained and prominently displayed.

Building Expansion: The next steps for our building expansion were discussed. It was decided to explore the formation of an expansion committee with representatives from the Town, Meeting Room users, Community members and Library Trustees. Dorothy Holmes agreed to organize this committee and report formation results at our next meeting. Jack Hinnners moved to accept this proposal with a second from Marianne Hoover.

Adjournment: A motion to adjourn was made by Jack Hinnners and a second by Peggy Snajczuk. All were in favor at 9:25 AM.

Next Meeting: Tuesday March 15th 2016 at **7:30** AM in the Library Meeting Room

Please note the new starting time.

Respectfully submitted;

Jack Hinnners