

Orchard Park Public Library  
Special Board of Trustees Meeting  
January 8, 2018

**Present:**

Doug McFarland, President  
Peggy Errington, Library Director  
Jack Hinnners, Secretary  
Ann Marie Newbury, Vice President  
Peggy Snajczuk, Trustee, ACT Liaison  
Mary Jean Jakubowski, B&ECPL Director  
Ken Stone, B&ECPL CFO

**Opening:** President Doug McFarland opened the meeting at 4:05 pm.

**Purpose:** Discussion – library open hours and scheduling

**Discussion:**

- Comparative analysis of Orchard Park Library open hours with other contracting libraries of similar size and activity.
- B&ECPL administration requested a review of Orchard Park Library's current open hours of service and scheduling practices for library staff prior to open hours.
  - Administration would like the Orchard Park Library Board of Trustees to consider modifying the library's open hours of service to either a.) open additional hours, or b.) reconfigure open hours to better address the needs of the community. A survey to determine community input for this process was suggested.
  - Administration suggested the establishment of a minimum standard for the number of staff necessary for operations prior to opening to the public.
- Orchard Park Library Board of Trustees will consider options to address these concerns.

**Adjournment:** The meeting was adjourned at 4:47 pm

Respectfully submitted;

Jack Hinnners