

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
March 10, 2016, 7:00 PM

Present: Director , President Linda Spencer, Vice-president Elaine Thordahl, Trustees Rob Gaylord, Holly Martindale, Edith Schell, Elaine Thordahl, Joe Vogtli, and Dave Williams.

1. President Spencer called the meeting to order at 7:05 PM.
2. The minutes of the meeting of December 3, 2015, were accepted as presented.
3. Treasurer's report -- The treasurer's report from August 1st to present was distributed to all present. Holly Martindale moved and Elaine Thordahl seconded a motion to accept the treasurer's report. **The motion carried unanimously.**

4. President's Report: President Linda Spencer reminded everyone who hasn't picked up a copy of the 2015 Handbook to take one now.

Linda advised the Board that Holly Martindale had submitted a letter indicating her interest in the Board of Trustees. Linda talked with Dave Tessmer, Town of Collins Supervisor, who advised her to ask the Board for their approval and then he would present her name to the Town of Collins Board for their approval. Linda will also make sure the Town of Collins Board approves the four trustees with new terms in 2016.

5. Director's report:

Staff: Director Barten advised the Board of Trustees that, as the minimum wage increased as of January 1, 2016, our budget was adjusted accordingly. At present the library is fully staffed, although Helen Hochadel will be resigning in April and Katie Kerker has been accepted into a graduate school. The director will be looking for the April resignation when she returns to work.

Investment Policy: The director then indicated she had been in contact with Ken Stone regarding our investment policy and implemented his responses to our questions. Rob Gaylord asked that action on this policy be tabled until the June meeting so that the Board would have time to study the wording and any implications.

Budget: The director said that initial numbers from Central to our budget look good, and that our required return of monies to Central was lower than the previous year.

State report: the required state report is complete and will be ready for the Board to review in June. This requires a motion to approve at the June meeting.

Staff development: January training for Adult Content Complaints was completed by all staff. Central has now set the date for an all-day staff development training for Wednesday, May 11.

Supervisory training: Abby reported that she has completed her lengthy training program and really appreciated the support of the Board in this endeavor.

Concerts should be starting in April. Since one of the bands from last year was not able to participate in 2016, and an opportunity for fund-raising opened up in partnership with Gowanda Library during that same month, the director decided to skip a May concert. The library budget

will pay for 3 concerts; and the friends will pay for the other 3. She will re-evaluate a 7th concert again next year.

Fundraising: Gowanda and Collins libraries will partner in joint fund-raising. The two libraries have already begun a monthly "penny war" and have other small events planned for May. The two directors hope to have a free scrabble tournament as well as a fund-raising "Cook-off."

Programs: The Toddler Time sessions have been quite successful. Other programs have also had good numbers. The director is starting movie programs for younger children as well as the successful senior programs.

Southtowns Libraries Boards want to meet sometime in April. Abby will let the Board members know when a date and location are set.

Gallavan Grant: The Gallavan grant monies have finally arrived: \$1500 for technology plus the \$400 left from last year. The director would like to get 2 more desktop computers for the regular computer area as well as some other equipment to be studied. She hopes to have quotes ready for the June meeting. Board approval will be required for finalizing these purchases.

Legislator Mills Hot Dog roast is scheduled for June 18th from 11 – 2. Board members are encouraged to attend!

Building maintenance:

The handicap button is still working as of today.

The leak in the window was just cracked caulk, which Dana Boss scraped away and replaced.

The snow blower is working very well and Dana is quite happy!!

Rob is still working on the placement of bollards to protect our engraved pavers. Talk goes back and forth between the town and the trustees.

Cintas has taken over our contract for entryway rugs. The cost and biweekly billing remains the same. We have a seasonal contract with Cintas that runs from October to May.

6. Financial committee Update:

Rob talked to Charles Harrigan about the Riggs fund last December. His attorney admits he has done little work on the issue, but will get on with it.

It appears that library monies in the checkbook have not yet been moved from checking to some kind of investment account.

7. There was no other old business besides item number 6 above.

8. There will be a meeting of ACT meeting on Saturday, April 9th, location TBD. Abby plans to go.

9. The next meeting will be June 2, 2016, at 7 PM.

The meeting was adjourned at 7:55 PM.

Respectfully submitted,

Edith Schell

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
JUNE 2, 2016, 7:00 PM**

Present: Director Abigail Barten-McGowan, President Linda Spencer, Trustees Barbara Ferro, Rob Gaylord, Carol Lazar, Holly Martindale, Edith Schell, Dave Williams, and guest Andy Card.

1. President Spencer called the meeting to order at 7:05 PM.
2. The minutes of the meeting of March 10, 2016, were accepted as presented.
3. Treasurer's report -- The treasurer's report from March 1, 2016 to May 31, 2016, was distributed to all present. Dave Williams moved and Barb Ferro seconded a motion to accept the treasurer's report. **The motion carried unanimously.**

4. President's Report: The president had no items for the Board.

5. Director's report:

Staff: Director Barten advised the Board of Trustees that she has hired a new page, Michelle Capitano, having held interviews last week. As Katie Kerker will leave for grad school at the end of August, Director Barten requests support for funding for hiring a new clerk to replace Katie in time to train with Katie before she leaves. Central library says that we have a sufficient surplus in the budget to do this.

Hot Dog Roast: The director reminded all present that Legislator John Mills annual hot dog roast is scheduled for Saturday, June 18, 2016, and asks that all trustees support it.

Staff Development: Three staff members attended the staff development training at Central. ALL staff completed annual online training for harassment and workplace violence awareness.

Concerts: Creek Place's concert was great and there was as usual a great turnout for them. The next concert is Paul Zittel, outside for the first time. Future concerts include PC Big Band, Blue Mule Band, Skiffle Minstrels, and Buffalo Touch.

Programs: June is the busiest month so far this year with over 20 programs taking place at various times.

Donation: The director and Ashley Moyer presented an overview of summer reading activities and services at a meeting of the Kiwanis Club of Gowanda. The Club then gave a check of \$350 for children's programming at the Collins Library. They also asked the two women to count on them for sponsorship of specific programs in the future. In addition they plan to do something in honor of Gary Sprague, one of their past members.

Fundraising with Gowanda Library: As of the end of April, Collins Library has collected \$177.96 in the "penny war" with Gowanda Free Library. The money is designated for the purchase of bollards.

Building Maintenance: Dana is waiting for a friend to recover from surgery to ask him for a quote on painting doors and door frames. He will also caulk some windows as weather improves.

6. **Financial committee Update:**

Rob Gaylord updated the group regarding the Mary Riggs Fund. Andy Card joined the meeting. Rob indicated that the many delays seem to have been caused by Andy's lawyer. Andy stated that he was ready to find a new lawyer as the gentleman he contracted with never seemed to know exactly what steps he is supposed to take. After Rob ran through the background of the situation, Andy again indicated that we should find a new attorney. Holly Martindale moved that Rob proceed to find another attorney, starting with local lawyer, Gary Gaffney. Barb Ferro seconded and **the motion carried unanimously.**

Becky noted as per her treasurer's report that she had moved \$104,539.66 from the checkbook into a money market fund.

7. **Old Business:** The Board examined the Investment Policy presented. Barb Ferro moved and Dave Williams seconded a motion to approve the policy as presented. **The motion carried unanimously.**

8. **New Business:** Rob had asked for a summary of what's in the state report. The director included a concise outline of the most pertinent and interesting numbers. She has the full report available for anyone to see.

Rob Gaylord moved that the Board approve the Director's signing of the state report as prepared. Becky Jo Summers seconded and **the motion carried unanimously.**

Also included in our packet of information was a copy of the 2015 report to the community which will be updated to become the 2016 report.

The director reminded the Board that we need to update the Town of Collins Library by-laws. Trustees had received copies of the necessary updates in May. Dave Williams moved and Holly Martindale seconded a motion to add the given updates as presented. **The motion carried unanimously.**

Barb Ferro moved and Holly Martindale seconded a motion to approve the Conflict of Interest policy as presented. Updates had been sent to the director from Central. **The motion carried unanimously.**

The director then advised the Board of the need to sign the disclosure statement regarding conflict of interest, and copies were passed around. Each member present then signed the appropriate form.

The director talked to Dave Tessmer recently about our parking lot which has been awaiting repairs. Supervisor Tessmer advised her that bad areas first will be patched. Those must sit for two to four weeks. Cracks will then be filled in after which two coats of sealing will be applied. It will then be striped the way it was before.

Rob Gaylord moved and Carol Lazar seconded a motion to use monies from the Gallavan grant for computers as per the director's presentation. **The motion carried unanimously.**

The director offered each member present notes from her attendance at the most recent ACT meeting. Much of the meeting had to do with insurance coverage for trustees. Rob Gaylord suggested that insurance policies of the library and of the Town of Collins be compared to look for overlap. Becky Jo Summers said she would look into that.

The director asked for approval of funds to purchase a small book cart with more maneuverability. Barb Ferro moved and Carol Lazar seconded a motion to authorize funds not to exceed \$300.00. **The motion carried unanimously.**

Once again the issue of "bollards" to protect the bricks in front of the library was addressed. The director has pictures, none of which completely satisfy her. She will keep looking.

There will be a Contract from Central, sometime in June, which will need the Board's approval. This will probably require a special meeting. Watch for communication from the director.

9. **The next meeting will be September 1, 2016, at 7 PM.**

The meeting was adjourned at 8:35 PM.

Respectfully submitted,

Edith Schell

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING
August 11, 2016, 7:00 PM

Present: Director Abigail Barten-McGowan, President Linda Spencer, Trustees Barbara Ferro, Becky Jo Summers, Rob Gaylord, Carol Lazar, Holly Martindale, Edith Schell, Elaine Thordahl, and Dave Williams.

1. Vice-president Thordahl called the meeting to order at 7:05 PM.
2. **Financial committee update:** Rob indicated that at the last meeting with Andy Card, Rob agreed to try to find a new attorney to take over the paperwork needed to transfer monies regarding the Mary Riggs Fund. Rob has met with Gary Gaffney, a Gowanda native, who agreed to take on our paperwork and is ready to prepare the necessary petition to begin the transfer.
3. **Old Business:** Elaine Thordahl and Joe Vogtli still need to sign disclosure statements. Elaine will sign at this evening's meeting.
Rob Gaylord moved that we adopt the resolution: the Board of trustees does hereby approve the agreement submitted by the Buffalo and Erie County Public Library for the furnishing of free library privileges to the people of the County of Erie, by this library for the year 2016, and
The further resolution that the President of this Board be, and she is hereby authorized and directed to execute the same on behalf of this Board. Becky Jo Summers seconded the motion. **The motion carried unanimously.**
4. **Announcements:**
The director is looking for ways to advertise events as well as the library itself now that we have no paper. Both Becky Jo and Carol Lazar both indicated that they had seen a Silver Creek / Gowanda "pennysaver" type paper that will be distributed at various places in Gowanda. Other suggestions were made such as posters and the use of lighted display signs such as used by fire companies.
The director also indicated that there is a really great webinar "What's New in the Trustee Handbook" online that can be watched at any time. It can also be watched at the library if Abby is given notice. The webinar is about an hour long.
On Tuesday, August 23rd, at 3:00PM Senator Gallivan is coming for a tour of the Collins Library. Anyone who can make it is encouraged to be here.
5. **New Business:** Tarbox estate. When Dorothy Tarbox died in 2014, the Town of Collins Library was named in her will. The library has received a Waiver of Citation and Consent in accounting which needs a signature. Rob pointed out the pertinent aspects of the will, including the final distribution to the Town of Collins Library in an amount of \$29,625.64. A minor point at issue is the name given for this library. This was checked with the state attorney. Rob thinks we should be fine, but we do need to wait for the final word as to the fact that the actual name of the library has changed since the time we were cited the will. Rob moved that the Board authorize the director to sign the Waiver of Citation and Consent in Accounting using the current name of the Town Of Collins Public Library. Holly Martindale seconded the motion **and it carried unanimously.**
6. **The next meeting will be September 15, 2016, at 7 PM.**

The meeting was adjourned at 8:05 PM.

Respectfully submitted,
Edith Schell

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
September 15, 2016, 7:00 PM

Present: Director Abigail Barten-McGowan, President Linda Spencer, Trustees Barbara Ferro, Holly Martindale, Edith Schell, Elaine Thordahl.

1. President Spencer called the meeting to order at 7:00 PM.
2. The minutes of the meeting of June 2, 2016, and of the special meeting of August 11, 2016 were accepted as presented.
3. Treasurer's report -- The treasurer's report from June 1, 2016 through August 31, 2016, was distributed to all present. Holly Martindale moved and Barb Ferro seconded a motion to accept the treasurer's report. **The motion carried unanimously.**
4. President's Report: The president had no items for the Board.
5. Director's report:
 - Staff:** Katie Kerker has left for college and is no longer available at the library. Her replacement, Shyan Fageol, was a page at North Collins before her hire at Collins. Her training here, begun in August, is going well.
 - Hot Dog Roast:** The hot dogs for John Mills' event sold out before 1:00 PM and netted \$1410 for the library this year. Both the local paper AND the Buffalo News covered the story, reporting that the total raised for the ten-year period of John Mills' events has been \$67,077. Collins' ten-year total has been \$10,345 (SECOND overall).
 - Budget:** The director indicated that Central seems to be keeping our staffing budget pretty much the same. Collins is on track to be fine for the end of the year.
 - Staff Development:** A number of staff took computer training offered by Central to better help patrons. Training covered such subjects as ancestry, iPad basics, eBooks, MS Word.
 - Gallivan Grant:** We have received the two new desktop computers ordered, and this year's grant will be \$2500 for use on technology. Senator Gallivan visited the library on September 13 for a tour.
 - Concerts:** Paul Zittel performed outside this year – a huge success. The PC Big Band also performed. The final three for 2016 are Blue Mule Band, Skiffle Minstrels, and Buffalo Touch. After the last concert in November, Director Barten will begin looking at next year's schedule.
 - Programs:** Summer reading went really well, with the kids who filled out booklets reading over 900 books. The staff is now looking forward to the Friends of Collins Library book sale and bake sale, the arrival of the Bookmobile, the ongoing basket raffle, as well as other programs.
 - Fundraising with Gowanda Library:** At the last count Collins Library has collected \$189.52 in the "penny war" with Gowanda Free Library. The money is designated for the purchase of bollards.
 - Fall Festival in Gowanda:** Sadly the festival fell through this year, but Director Barten had already arranged for the Bookmobile to be in Collins for that. The Bookmobile will therefore be with us from 3:00 to 7:00, to coincide with the Book Sale concert.
 - Building Maintenance:** Cintas rates have doubled from last year, and Director Barten has not been happy with their service. She is looking into either a new service or possible purchasing our own rugs. The library cleaner is OK with the library purchasing rugs which she will clean.
6. **Financial committee Update:** Rob had been in touch with Gary Gaffney. He has drawn up papers and wants to check all language from the state attorney general before he does final copies.

The attorney for the Tarbox estate has been in touch with the state attorney general to get the proper name of the library on the forms. This will move the process along.

7. **Old Business:** The director has found bollards that she likes, BUT they will be very expensive and somewhat difficult to put in place. However, she has recently found another choice: “security” planters that would work. The Board seemed to favor the planters and Abbie said she would pursue that idea.

8. New Business:

Becky Jo suggested purchasing a card table for occasional use such as bake sale, hot dog roast, ticket sales. The Board was all in favor.

The Board then addressed the new policies that Director Barten must add to the Town of Collins policy book. Barb Ferro moved and Elaine Thordahl seconded a motion to approve the credit card policy as written. **The motion carried unanimously.**

Holly Martindale moved and Barb Ferro seconded a motion to approve the policy for the disposal of obsolete or surplus property as presented. **The motion carried unanimously.**

Elaine Thordahl moved and Barb Ferro seconded a motion to approve the fixed assets capitalization policy. **The motion carried unanimously.**

Barb Ferro moved and Holly Martindale seconded a motion to approve the Freedom of Information Law (FOIL) policy as written. **The motion carried unanimously.**

Elaine Thordahl moved and Barb Ferro seconded a motion to approve the policy regarding online banking as written. **The motion carried unanimously.**

Holly Martindale moved and Barb Ferro seconded a motion to approve the “petty cash” policy as written. **The motion carried unanimously.**

Barb Ferro moved and Holly Martindale seconded a motion to approve the Program Policy as written. **The motion carried unanimously.**

Elaine Thordahl moved and Barb Ferro seconded a motion to approve the public relations policy. **The motion carried unanimously.**

Elaine Thordahl moved and Barb Ferro seconded a motion to approve the tutoring policy as written. **The motion carried unanimously.**

Trustee Holly Martindale has researched some ideas for improving the services of the library to young people over the age of 12. One of her ideas was a 3D printer. Unfortunately, at this time we do not have a proper space that would work for the security of such a machine. Another idea is to purchase an Oculus Rift for use by patrons. There was enthusiastic response to both of these suggestions, especially to the Oculus Rift as it would not require the special space that a 3D printer would. The suggestions will be addressed at the next meeting of the Board in the hope that more trustees would be in attendance.

9. The next meeting will be December 1, 2016, at 7 PM.

The meeting was adjourned at 8:15 PM.

Respectfully submitted,

Edith Schell

TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
December 15, 2016, 7:00 PM

Present: Director Abigail Barten-McGowan, President Linda Spencer, Trustees Barbara Ferro, Rob Gaylord, Edith Schell, Becky Jo Summers, Joe Vogtli, Dave Williams.

1. President Spencer called the meeting to order at 7:05 PM.
2. The minutes of the meeting of September 15, 2016, were accepted as presented.
3. Treasurer's report -- The treasurer's report from September, October, November, 2016, was distributed to all present. Dave Williams moved and Barb Ferro seconded a motion to accept the treasurer's report. **The motion carried unanimously.**
4. **President's Report:** The president had no items for the Board.
5. **Director's report:** The director first asked the Board whether in 2017, when Veterans' Day falls on a Saturday, and governments are given Friday, November 10th as a compensatory day for work places to be closed, she should close the library on the Friday compensatory day or on Saturday, the actual holiday. The consensus of the Board was definitely to close on the actual holiday because of the significance of the day, but also to consider closing on Friday as per government precedent.

Staff: Our page Michelle resigned in November. The director will look for a new hire after January 1st.

Budget: We seem to be on track to finish within budget by the end of the year.

Staff Development: The director and Ashley Moyer went to a training for a new program focusing on children 0-5. Summer reading funds are tied to this program which will require quite a bit of research about the community. Our director was one of two recipients of a three-year scholarship for the Public Library Administrators Certificate Program starting next spring. CONGRATULATIONS, Abby!!!

Gallivan Grant: We received the funds 10/26/16. These monies should cover the cost of purchasing the VR mentioned below.

Concerts: Attendance has been OK, but advertising the events is still an issue. The director is still looking for new avenues to advertise.

Programs: The director started a Teen Advisory Board, trying to get more teen influence and participation in the library. So far weather seems to have adversely affected early plans. The Pumpkin Patch Program sign-ups were overwhelming!! The director arranged a well-regarded Phone Scams presentation on 11/15, along with a rather last-minute scheduling by Mark Poloncarz on the Erie County proposed budget.

6. **Financial Committee Update:** AT LONG LAST, "...the Mary Riggs Fund is in order and ready for signature by Andy Card as Donor and Linda as President of the Bd of Trustees. Attny Gary Gaffney will be in town on 12/20 and it is hoped Andy might be available to meet, review and sign. Abby is trying to contact him for a mutually agreeable time, or to elicit another possible date(s)." Rob moved that the Board authorize Linda Spencer to sign the papers upon the recommendation of the attorney. Becky Jo seconded the motion and **it carried unanimously.**

The papers for the Tarbox estate have been filed with Erie County Surrogates Court, but is currently on hold. A bit if extra stock has been found and the attorney is recommended an addendum which would result in a re-distribution of the end result, keeping the same formula as specified in the will.

In connection with finance, Rob Gaylord reported that contributions were collected in the memory of Joan Byrne to purchase a paver at the library because of her long history working with Friends of the Library. Scott Martindale has consulted with the director to make arrangements for such paver.

7. **Old Business:** After much consideration, the consensus of all involved seems to be to purchase large planters as seen in a catalog. Rob Gaylord moved and Barb Ferro seconded a motion that the library purchase up to four planters for the front of the library to protect the pavers that people keep driving on. **The motion carried unanimously.**

8. New Business:

Technology committee: The director introduced the idea of purchasing virtual reality for the library: a headset, a high-end computer to run the “experiences,” and a monitor to share the experience. Rob moved that the Board approve an expenditure not to exceed \$2500 to purchase VR technology. Joe Vogtli seconded and the motion passed unanimously. Abby will process the purchase as soon as the purchasing freeze ends December 31st.

Trustee Martindale had also introduced the idea of purchasing a 3D printer in sub-committee. Since she was absent and the expert on the subject, the matter was tabled until the next meeting. Trustee Martindale has also researched the purchase of signage for advertisement of events and activities at the library. Joe Vogtli has recently arranged to purchase one for his own business and gave some recommendations from his experience in choosing. After some discussion, the Board agreed to explore more examples of signage.

As requested by the director according to policy, Dave Williams moved and Becky Jo seconded a motion that the names of Abby Barten and Ashley Moyer be added to the names of those authorized to use the credit card under the previously adopted policy. **The motion carried unanimously.**

Barb Ferro moved and Dave Williams that the Board **adopt a resolution** to approve the policies regarding Payment of Bills, the Purchase Policy, the Gift and Donor Recognition Policy, the Rules of Conduct Policy, the Financial Routine Policy, and the Fund Balance and Reserve Fund Policy. **The motion carried unanimously.**

9. Meeting schedule for 2017:

March 2

June 1

September 7

December 7

There may be need to change dates according to schedules as the year passes. There may also be need to add a special meeting(s) as per library business requires.

10. The next meeting will be March 2, 2017 at 7 PM in the community room of the library.

The meeting was adjourned at 8:15 PM.

Respectfully submitted,

Edith Schell