

Orchard Park Public Library
Board of Trustees Meeting
May 20, 2014

Present:

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

Excused:

Patrick Keem, Supervisor Town of Orchard Park

Opening: President Marianne Hoover opened the meeting at 8:05AM. She indicated that Lisa Kreuger will be joining the board as School Liaison.

Reports:

Minutes: On a motion by Marianne Hoover and a second by Dorothy Holmes the minutes of the March 18, 2014 were approved as presented.

Treasurer's Report: Dorothy Holmes reported that we have spent nearly \$11,000 for new computers for the library. These funds came from the Technology account. It was discussed that we would like to donate the old computers, but they had to be sent back to Central because they are considered library system property. Thank yous will be sent to Senators Mark Grisanti and Patrick Gallivan for their assistance in obtaining additional grants. Dorothy continued that we have earned approximately \$1,000 in interest from our Community Foundation account.

On a motion by Marianne Hoover and a second by Peggy Snajczuk the Treasurer's Report was accepted.

Contracting Library Financial Report: Peggy Errington presented the financial report highlighting the Fines and Copy Machine lines which both show positive values to budget. On a motion from Marianne Hoover and a second by Doug McFarland the financial report was accepted.

Librarian's Report: Peggy Errington reported that circulation is up for March and April. It is thought that the renovation at the Hamburg Library in March contributed to the increase. Library visits were up for March but off significantly for the month of April. On a motion by Marianne Hoover and a second by Dorothy Holmes the Librarian's report was accepted.

Peggy continued that the Circulation & Statistics report is available on the Buffalo & Erie County Public Web site.

Building & Grounds Report: On March 22 bearings on the boiler failed requiring a service call Peggy Errington informed us. The annual solar panel inspection was completed on April 23. On a motion from Marianne Hoover and a second by Doug McFarland the report was accepted.

ACT Meeting (Association of Contract Library Trustees): Peggy Snajczuk discussed the pending legislative plans for creating a library tax district such as a school district.

Friends of the Library: Phyllis Banas informed us of the success of their book sale last weekend. Left over books from the sale are given to various groups and organizations in the area. The Tuesday Series will be starting on May 27 with Mr Fran Hogencamp and Mr. John Spagnoli as guest speakers. Phyllis continued that the Friends have a new web site.

Old Business:

Comptrollers Report: The State Comptrollers Report was received and reviewed.

Community Foundation Update: Jack Hinnens indicated that he had contacted the Community Foundation to determine the terms and conditions of our account with them. They informed him that we needed to send to them a list of currently authorized Trustees who could sign for the Board. We can have a yearly disbursement of approx. 4 ¼ % of the five year average balance if we so choose. Additionally we can withdraw 7% of balance if we so choose. Jack was asked to withdraw \$1,500 for landscaping purposes.

Installation of New Public Computers: See Treasurer's report

New Business:

Trustee by Laws: Due to changes in the Non Profit Law we were informed that we should forward our By Laws and Conflict of Interest policy to the law firm of Jaeckle, Fleischmann & Mugel for review. They in turn will recommend those changes we need to make in order to be in compliance.

Annual Report to the Community: Peggy Errington reported that the annual Report to the Community which outlines the Libraries activities has been completed and distributed.

Employee Compliance: Peggy Errington informed us that there are five employees that have not finished the Compliance Training course.

Landscaping: Turf Tenders has been contacted to do some needed landscaping Dorothy Holmes reported. Marianne Hoover said that she would contact the town to see if they were available to do the work as they have done in the past. It was moved by Marianne Hoover and

seconded by Dorothy Holmes to use \$1,500 from the Bertsche Fund if needed or until we receive the funds from the Foundation.

Adjournment: A motion to adjourn was made by Dorothy Holmes and a second by Doug McFarland. All were in favor at 9:35 AM.

Next Meeting: Tuesday July 15, 2014 at 8:00AM in the Library Meeting Room

Respectfully submitted;

John Hinnners