

## TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

### Minutes for February 22, 2018, Thursday @ 7 pm

Present: Director Abigail Barten-McGowan, trustees Helga Ciminesi, Annette Gernatt, Holly Martindale, Edith Schell, Becky Jo Summers, Elaine Thordahl, and Dave Williams, and guest Doug Martindale.

1. Vice-president Elaine Thordahl called the meeting to order at 7:00.
2. **Secretary's Report:** The minutes of the regular meeting of December 7, 2017, and the minutes of the special meeting of December 19, 2017 were **accepted as presented**.
3. **Public Expression:** There is no public expression.
4. **Treasurer's Report:** The reports of December 2017, and January 2018, were distributed to all present. Dave Williams moved and Helga Ciminesi seconded a motion to approve both reports. **The motion carried unanimously.**
5. **President's Report:** none
- 5a. **Annual Election of Officers for 2018:** Elaine nominated Holly for the office of president, and he/she accepted the nomination. Edith nominated Elaine Thordahl for the office of vice-president, and she accepted the nomination. Elaine nominated Edith Schell for the office of secretary, and she accepted. Elaine nominated Becky Jo Summers for the office of treasurer and she accepted. Elaine moved to cast one vote for the slate, Becky Jo seconded, and **the motion carried unanimously.**
6. **Report from Doug Martindale** about Town of Collins's thoughts on LED signage. Doug Martindale reported that he had spoken to the Town of Collins Board and that one issue they had was whether B&ECPL would have an issue with the Town and the library sharing use of the sign. The town would like a statement in writing concerning the shared use. They would also like a price. Martindale then stated that there happens to be an issue also with zoning for signage along Route 39, which may have to be addressed by the Town of Collins Board at a future meeting.
7. **Director's Report**

- **Staff:** We have hired a new caretaker, James Smith. Dana remained in position for training and to cover a vacation. We hired a new page, Kelly Waller, to help with anticipated increased open hours.
- **Budget:** We completed 2017 below budget, due to many factors (staff: time off, sick leave, and operating expenses were all below budget). Our 2018 staffing budget may be higher due to an additional staff member.
- **Staff Development:** Abbie attended monthly managers' meetings and bi-monthly contract libraries managers' meetings. The staff has been receiving training on eBooks, 3D printing, and Virtual Reality. Abbie's next round of Advance Certificate Classes starts in April. Abbie attended a meeting at the East Aurora Library with Assembly member David DiPietro's office to discuss concerns about library funding at the state level.
- **Gallivan Grant:** items purchased: new scanner, new PC, new Kindle.
- **Concerts:** 6 concerts have been scheduled for this year. Abbie is working with the Kiwanis Club to reschedule the memorial concert from last year. She is also looking at possibly one more concert.
- **Programs:** A long list of programs was distributed to Board member present. Abbie and her staff are trying some new programs including an evening book club, twice monthly "Tinkering" in the library, and Lap Sit program for 6-24 month olds.
- **Building Maintenance:** Abbie talked to Town about having the curbs redone. They will look at them once things start to thaw and make a plan to try to fix them this year.

## 8. Committees

### - Financial:

- Riggs Fund: Check was sent at the beginning of January to Community Foundation for Greater Buffalo. Abbie emailed Emilie Rosenbluth 2/9, saying she would have paperwork the following week. Edith will prepare an article for the paper once people are able to start contributing, hopefully by April. We will send copies of articles to Andy.
- Tarbox Estate: A plan is in the works to redo the community room and possibly name it after Dorothy Tarbox.

### - Policies: See updated schedule. This year's anticipated reviews are:

- June: Bylaws
- December: Closing Procedures, Gift and Donor Recognition, Payment of Invoices, Payment Voucher, Procurement
- Still to be written: Audit

### - Technology: Abbie is still looking for a technology trainer.

- **LED Sign:** As indicated by Doug Martindale, we are awaiting feedback from Town, and will eventually meet to decide how to proceed. A sub-committee consisting of Doug Martindale, Dave Williams, Rob Gaylord, and Director Barton has been formed to make such a sign a reality.

**9. Old Business:**

- **Blocker Planters:** Rob contacted Mark Schindler who is looking for quote for us.
- **COI forms:** We are still missing Linda Spencer
- **Fax Machine Info:** exploring options.
- **Plaque and donors for sign board.**
- **Strategic Plan:** Goal for 2018. One of the first things to do is have a survey ready for the community, at either Rediscover Gowanda or Hollywood Happening or both.
- **Healthy Community Alliance:** We haven't received bags yet, but are looking forward to it!
- **Parking lot Lights:** Suggestion to update outside lights to halogen – no progress.
- **Trustee webinars: Reminder :** <http://www.nysl.nysed.gov/libdev/trustees/webinars.htm>  
Abbie will set up times for viewing if that would be helpful! Everyone is encouraged to watch.

**10. New Business:**

- Annual Report to community:** A copy of the tri-fold report was distributed at the meeting.
- State Report is not ready yet.**
- New Hours:** After a meeting with Mary Jean Jakubowski and Ken Stone on 1/4, the director reached out to the board and a group of trustees met on to discuss opening the library for more hours. We also put out some surveys in the library, and did some online surveys. The suggested new hours are:

|           |      |          |      |
|-----------|------|----------|------|
| Monday    | 10-8 | Thursday | 10-8 |
| Tuesday   | 10-8 | Friday   | 10-5 |
| Wednesday | 10-5 | Saturday | 11-3 |

– We initially looked at 10-2 for Saturdays, but an overwhelming majority of the surveys preferred 11-3. This also offsets our hours from the rec center hours, so hopefully we will get more people who can do both. The plan also included hiring a new PT page, preferably with technology skills, to help cover the extra hours.

**RESOLUTION** adopted by the Board of Trustees of the Town of Collins Public Library at the regular meeting of said Board of Trustees held at the Town of Collins Public Library on the 22<sup>nd</sup> day of February 2018 at 7 o'clock

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Public Library, held at the Town of Collins Public Library on the 22<sup>nd</sup> day of February 2018 at 7 o'clock, a resolution was adopted of which the following is a true copy:

RESOLVED, that the Library wishing to expand its availability and services to the community, be it further RESOLVED, that the proposed open hours for the Town of Collins Public Library be approved as proposed in the minutes.

Ayes   7    
Noes   0  

Clerk  Edith G Schell  

- **Security cameras** – the DVR security unit has failed. It would cost \$557.50 plus labor to repair it. It would be \$905 to replace the unit with a new 4 camera DVR unit. It would be \$1025 to replace the unit with a new 8 camera DVR, if we ever wanted to increase the number of cameras. (I think if we purchased new, we could use Bullet Aid.) The consensus of the Board was to purchase the 8 camera capable unit. Helga moved that we order the \$1025 unit with 8 camera capability, and Annette seconded. **The motion carried unanimously.**

- **Volunteer Program:** We would like to set up a more formal volunteer program. We will be looking for members for a committee to work on an idea before the next meeting. There are information and ideas from Central we can base things on. Annette, Holly, and Edith will form a sub-committee to meet in April.

- **ACT Meeting January:** Abbie attended. Subjects: Staff Evaluations and Collective Bargaining Agreements; Frank Haush (system board president) spoke, addressing the issues of Library Advocacy; Trustee Responsibilities; updates. Next meeting: 3/10 @ Central – Annual Workshop, great for new Trustees! Registration due by 3/2 - \$12 per person, can be paid by library's local funds with motion. **Saturday, May 5 it will be at Collins! So please plan to attend!**

- **Any changes to signing privileges for bank accounts. Can Becky Jo help with this?**

**11. Public Expression** – There is no public expression at this time.

**12. Next Meeting: 5/10, 6/28, 8/2, 10/4, 12/6**

13. The meeting was adjourned at 8:15.

Respectfully submitted,  
Edith Schell

## TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

### MINUTES MAY 10, 2018, Thursday @ 7 pm

Present: Director Abigail Barten-McGowan, President Holly Martindale, trustees Helga Ciminesi, Barb Ferro, Annette Gernatt, Edith Schell, Becky Jo Summers, Elaine Thordahl.

1. President Holly Martindale called the meeting to order at 6:55.
2. **Secretary's Report:** The minutes of the regular meeting of February 22, 2018, were **accepted as presented.**
3. **Public Expression:** There was no public expression.
4. **Treasurer's Report:** The reports of February, March, and April, 2018, were distributed to all present. Elaine Thordahl moved and Barbara Ferro seconded a motion to approve all reports. **The motion carried unanimously.**

#### **5. Administration Report**

- **Staffing:** Dana Boss (Caretaker) has officially retired; Kelly Waller (Page) has resigned; and we are hiring a new page, Jason Hussong.
- **Gallivan Grant:** Abby just got call we will be receiving \$2500 again this year!
- **Programs:** John Mills is not doing the hot dog roast this year, but we plan to have one on our own on June 16, 2018. Abbie already has a food permit. There will also be a bake sale by the Friends. Abbie has already scheduled seven concerts for 2018.
- **Building Maintenance:** Abbie, Holly, and Annette met with Ken Martin, and he did a visual inspection of our problem areas (curbing, cement, back door, and potholes). The library got a quote for the curbing and two other spots needing cement repair. Since that time, the driveway to the library from Route 39 has been repaired.

#### **6. Committees**

##### **Financial:**

- The new Riggs Fund is now totally set up. An article will be going to the papers soon.

**Policies:** See updated schedule. This year's anticipated new/reviewed policies include:

- June: Volunteer Application Forms/Policy and Bylaws review– Abby is looking for people to review this. A draft is needed before 5/26 for review at next meeting. She is thinking of revising the officer term to a shorter amount (1 or 2 years, or end of term, whichever is sooner....)

- December: Closing Procedures, Gift and Donor Recognition, Payment of Invoices, Payment Voucher, Procurement (Meeting early November)
- Still to be written: Audit
- Abbie is looking for people to review volunteer application forms and by-laws. Several trustees will meet on Weds, May 16<sup>th</sup> at 1:00 PM at the library.

**LED Sign:** We are still waiting on feedback from Town; we will then meet to decide how to proceed.

**Volunteers:** Abbie, Holly, and Annette met to discuss the design process for this new service.

## 7. Old Business:

**Blocker Planters:** Thanks to Rob who contacted Mark Schindler of the Schindler Funeral Home. We now await a quote from him. We are examining other options as well.

**Healthy Community Alliance:** We have received the promised bags, and they have started circulating.

**Security cameras** – The new DVR unit has been replaced and is installed and working well. The final cost was \$995, lower than the initial quote!

## 8. New Business:

- **The State report** was distributed to all present. Elaine Thordahl moved and Barb Ferro seconded a motion to adopt a resolution indicating the approval of the state report as presented.

**RESOLUTION** adopted by the Board of Trustees of the Town of Collins Library at a regular meeting of said Board of Trustees held at the Town of Collins Library on the tenth day of May, 2018, at eight o'clock PM.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Library, held at \_\_\_Town of Collins Library\_\_\_ on the \_\_\_10th\_\_\_ day of May, 2018, a resolution was adopted of

which the following is a true copy:

**RESOLVED**, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further

**RESOLVED**, that the Library attests that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further

**RESOLVED**, that the "Annual Report" was reviewed and accepted by the Board of Trustees.

Clerk \_\_\_ Edith G Schell \_\_\_\_\_

Ayes \_\_\_7\_\_\_

Noes \_\_\_0\_\_\_

- **The ACT meeting** previously scheduled for May 5<sup>th</sup>, 2018, has been rescheduled for the fall, date TBD.
- **Policy review:** The Board reviewed the Community Meeting Room Policy as well as the Community Meeting Room Application. Following discussion, Becky Jo Summers moved and Helga Ciminesi seconded a motion to adopt the following resolution:

**RESOLUTION** adopted by the Board of Trustees of the Town of Collins Public Library at the regular (or special) meeting of said Board of Trustees held at the Town of Collins Public Library on the 10<sup>th</sup> day of May 2018 at 7 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Public Library, held at the Town of Collins Public Library on the 10<sup>th</sup> day of May 2018, a resolution was adopted of which the following is a true copy:

**WHEREAS**, the Town of Collins Public Library as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has a process to establish new and to review standing policies to ensure that they remain timely and effective, and

**WHEREAS**, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft of the listed polices, now therefore be it

**RESOLVED**, that the Library operated under its plan of service in accordance with the provisions of the Education Law and the Regulations of the Commissioner, and be it further

**RESOLVED**, that the following list of bylaws were reviewed and accepted by the Board of Trustees. Town of Collins Public Library Community Meeting Room Policy as written; and

Town of Collins Public Library Meeting Room Application as written.

Clerk \_\_\_\_\_ Edith G Schell \_\_\_\_\_

Ayes \_\_\_7\_\_\_

Noes \_\_\_0\_\_\_

- Time and days of meetings – There was some discussion of changing times of meetings to daytime rather than evening. The consensus of the group was to keep

Thursdays but move the meeting to 4PM. This **IS NOT FINAL**, and will be discussed and a vote held at the next meeting which will be on Thursday, June 28, at 7:00 PM  
**Future meetings are scheduled for 8/2, 10/4, 12/6.**

**9. Public Expression** – There is no public expression at this time.

**10. Next Meeting: 6/28, at 7:00 PM in the Community Room.**

**11.** The meeting was adjourned at 7:55.

Respectfully submitted,

Edith Schell



## **TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING**

**Minutes: June 28, 2018, Thursday @ 7 pm**

**Present:** Director Abigail Barten-McGowan, President Holly Martindale, trustees Helga Ciminesi, Cynthia Dishman, Annette Gernatt, Edith Schell, Becky Jo Summers, Dave Williams.

1. President Holly Martindale called the meeting to order at 7:02.

2. **Secretary's Report:** The secretary's minutes of May 10, 2018, were accepted as presented.

3. **Public Expression:** There was no public expression at this time.

4. **Treasurer's Report:** Treasurer Becky Jo Summers distributed a report for the month of May to all present. Dave Williams moved and Annette Gernatt seconded a motion to accept the treasurer's report as presented. **The motion carried unanimously.**

### **5&6. Administration Report:**

- **Programs:** Director Abbie Barten distributed a full-page report of programs scheduled for the months of July and August. She then reported that the Hot Dog Roast of June 14, 2018, brought in \$118 after costs. She thanked everyone who helped. She added that the Friends' bake sale did very well, and a lot of people visited the library!

- **Building Maintenance:** The library received a new trimmer and blower from Central Library for lawn maintenance. The director is getting quotes to have a cracked window replaced. She and the president are trying to get estimates for the concrete work. Holly has called everyone and anyone she knows or hears of to get the requisite three quotes for the job. We have one quote, which can be contracted if proof can be shown that a genuine effort has been made to find more estimates. Holly will ask the Town Supervisor to address the Board with the information.

### **7. Committees**

**LED Sign:** Director Barten would like to have a meeting of this committee before next Library Board Meeting. Holly feels that the committee should select a company and sign and present it to the Town Board. Since it is our project, we should have a specific proposal that the Town Board can vote on. Holly will convene a meeting in the near future.

### **8. Old Business:**

- **Blocker Planters:** Director Barten and President Holly Martindale are now looking at blocker planters online. They do have 3 written quotes which Board members present examined and discussed. The Board reviewed the three proposed planters and decide to purchase 2 of the 36x24 inch sized planters. Cynthia moved and Becky Jo seconded a motion to approve the purchase of said planters at a cost of no more than \$1500. **The motion carried unanimously.**

- **Times and Dates:** The Board again discussed the idea of holding meetings during the daytime rather than in the evening. After some discussion the consensus of the group was to meet on Thursdays at 6:00. Helga moved, and Annette seconded a motion to approve this change. **The motion carried unanimously.** Future meetings are scheduled for 8/2, 10/4, 12/6.

- **Volunteers:** Director Barten has held two interest meetings for potential volunteers. Not many people showed up, but many patrons wanted applications as they visited the library at other times. The director will start working with the applications she has and plan for getting them going!

## **9. New Business:**

- **Policy review:** The two policies currently under review are the Volunteer Application and Volunteer Policy and the Bylaws.

### **a. Resolution concerning the Volunteer Application and Volunteer Policy:**

Cynthia Dishman moved and Annette Gernatt seconded a motion to adopt the following policy. **The motion carried unanimously** by the vote recorded below:

RESOLUTION adopted by the Board of Trustees of the Town of Collins Library at a regular meeting of said Board of Trustees held at the Town of Collins Library on the 28th day of June 2018 at 7 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Library held at the Town of Collins Library on the 28<sup>th</sup> day of June 2018, a resolution was adopted of which the following is a true copy:

WHEREAS, the Town of Collins Public Library as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has a process to establish new and to review standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached drafts of

Volunteer Application Form – Adult,  
Volunteer Application Form – Junior;

now therefore be it

RESOLVED, that the Board of Trustees of the Town of Collins Public Library adopts the proposed Volunteer Application Form – Adult,  
Volunteer Application Form – Junior.

Secretary                      Edith Schell

Ayes   7  

Noes   0  

**a. Resolution concerning the By-Laws:**

Becky Jo Summers moved and Helga Ciminesi **seconded** a motion to adopt the following policy.  
**The motion carried unanimously** by the vote recorded below:

RESOLUTION adopted by the Board of Trustees of the Town of Collins Library at a regular (or special) meeting of said Board of Trustees held at the Town of Collins Library on the 28th day of June 2018 at 7 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Library held at the Town of Collins Library on the 28<sup>th</sup> day of June 2018, a resolution was adopted of which the following is a true copy:

RESOLVED, that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, and be it further

RESOLVED that the Library attest that the financial information provided to the Buffalo & Erie County Public Library and New York State as part of any and all reporting is true and complete, and be it further

RESOLVED that the "Bylaws of the Board of Trustees of the Town of Collins Public Library" were reviewed by the Board of Trustees and adopts the proposed changes.

Secretary                      Edith Schell

Ayes \_\_7\_\_

Noes \_\_0\_\_

**-Conflict of interest forms:** Everyone present turned in his/her form. Absentees please sign and return at your earliest convenience.

**Addenda:**

- Abbie has just received the 2018 contract from Central. Becky Jo moved and Annette seconded a motion to approve the 2018 Contract with the B&ECPL. **The motion carried unanimously.**

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at a regular (or special) meeting of said Board of Trustees held at the Town of Collins Public Library on the 28 day of June, 2018 at 7 o'clock.

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Public Library, held at the Town of Collins Public Library on the 28 day of June, 2018, a resolution was adopted of which the following is a true copy:

RESOLVED, that pursuant to Chapter 768 of the Laws of 1953 of the State of New York, this 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 2018, and

BE IT FURTHER RESOLVED, that the President of this Board be, and he/she is, hereby authorized and directed to execute the same on behalf of this Board.

Secretary                      Edith Schell

Ayes \_\_7\_\_

Noes \_\_0\_\_

- Abbie also announced that the Library will be open this Sunday, 7/1 from 10 am – 6 pm due to the excessive heat, as a cooling area for the community. There are events planned for the day, and she is already receiving great feedback from the community!

**10.** There was no Public Expression at this time.

**11. Upcoming Meetings: 8/2, 10/4, 12/6 AT 6 PM**

**12. The next meeting will be Thursday, August 2, 2018, at 6 PM in the community room of the library.**

**13.** The meeting was adjourned at 7:50.

Respectfully submitted,

Edith Schell

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING**

**Minutes: August 2, 2018, Thursday @ 6 pm**

**Present:** Director Abbie Barten-McGowan, President Holly Martindale, trustees Helga Ciminesi, Cynthia Dishman, Barb Ferro, Rob Gaylord, Annette Gernatt, Edith Schell, Elaine Thordahl, Becky Jo Summers, and Dave Williams

1. President Holly Martindale called the meeting to order at 6:00 PM.
2. The minutes of the meeting of June 28, 2018, were accepted as presented.
3. Public Expression: there was no public expression at this time.

4. Treasurer's Report:

The treasurer's report for June and July was distributed to all present. Helga Ciminisi moved and Cynthia Dishman seconded a motion to approve the report. **The motion carried unanimously.**

5&6. Administration Report:

Programs: In addition to all other scheduled programs, the library staff are now working with Town Rec for summer visits!

Volunteers: On 7/24 the library offered a book repair class to train our volunteers to help fix our books. Thanks to Annette for running this class! There may be another class sometime soon.

- Building Maintenance: The Town has offered to patch the concrete until further bids are procured. Director Barten is still waiting for information about how to fix the cracked window.

-Budget: Central sent a 2019 proposed budget including cuts to personnel hours. Director Barten requested that the 2018 levels be maintained and is waiting for a response.

7. Committees

LED Sign: Holly, Abbie, and Doug Martindale met 7/19 to discuss how to proceed after all three had observed signs in Western New York. Holly will start getting a quote process going. She had already found one promising idea (see picture). The pictures provoked considerable discussion. Holly then distributed a page of questions which anticipated much of what was said

in discussion. Holly will contact more providers via websites and will have more information at the next meeting.

8. Old Business:

- Blocker Planters: The blocker planters have been ordered, and staff is awaiting arrival.

-Conflict of interest forms: Everyone has signed.

-Plaque for Karen McClure: Director Abbie will arrange for the plaque to be made. Dave Williams will call or see Greg McClure to ask for a picture.

9. New Business:

- Policy review:

- Holly asked the Board if the Board of Trustees should review the procurement policy and decide what to do if certain criteria cannot be met -- specifically the minimum numbers of bids, particularly in relation to maintenance. Director Abbie will call Ken Stone and ask him about procurement policies in general. She will send out an email asking for available trustees to discuss.

-October Library Board meeting: suggestion to move it to 10/11 because of conflicts for both Holly and Abbie. The change was agreed upon.

- The ACT Meeting scheduled to be hosted at Collins Town Library will take place in either September or October. Director Barten will contact everyone once it is scheduled.

10. Public Expression: There was no public expression at this time.

11. Upcoming Meetings: 10/11, 12/6 at 6 PM in the community room of the library.

12. Becky Jo moved and Annette seconded a motion to adjourn the meeting at 7:00 PM. **The motion carried unanimously.**

Respectfully submitted,

Edith Schell, secretary

## TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

Minutes of October 11, 2018, Thursday @ 6 pm

**Present:** Director Abby Barten-McGowan, President Holly Martindale, trustees Helga Ciminesi, Cynthia Dishman, Rob Gaylord, Annette Gernatt, Edith Schell, Elaine Thordahl, Becky Jo Summers, and Dave Williams.

1. President Holly Martindale called the meeting to order at 7:00 PM.

2. **Secretary's Report:** the minutes of the meeting of August 2, 2018 were approved as presented.

3. **Public Expression:** There was no public expression.

#### 4. **Financial report/Treasurer's Report:**

The August & September's Treasurer's Report was distributed to all present. Dave Williams moved and Annette Gernatt seconded a motion to approve the treasurer's report.

**The motion carried unanimously.**

**4b. Special Presentation: LED Signs** Presentation by Mark Woods from Gulf Signs. Mark Woods first presented a number of reasons why his national sign corporation was superior to any other we might research including replacement guarantees, superior materials used and their use of only American made products. He then went on to display the sign part which might show our name and logo in one of two different artistic forms. Finally he showed the actual LED display with various words and numbers running across in one large line, two smaller lines of text and indicated that the display could handle up to four lines of text. He also attempted to answer various questions from the trustees. He ended with an estimate of \$11,500 for the sign and a tri-color display board. This does not include installation.

#### 5. **Executive Report**

- **Programs:** Adult Craft Programs are very popular recently. September was our Book Sale bringing in over \$600. At the end of September we hosted the ACT meeting. October's concert is the last one of the year.

- **Volunteers:** Another volunteer training session for book repair took place on Tuesday evening.



**- Building Maintenance:**

- Doug Martindale did the patches to concrete in August, but they won't last forever. The Town is looking at additional concrete items, including the driveway apron on 39, and we hope there will be some action.
- We now have quotes for three broken windows, passed along to the Town. We are also looking at leaks and water damage to lintels from window leaks. Randy Wing re-sealed the upper windows because rain was leaking in and has been contracted by the town to replace 4 windows.
- The library will be on the Town Council meeting agenda as a regular reporting department.
- Upon a request from Sue Gamel, Abbie and Holly worked with her to put budget items – including a request for a roof in 5 years – into the 2019 budget.

**-Budget:** Our staffing budget is looking like it might go over, but that was anticipated, due to the additional hours and staffing (an extra page – covered by the monies from the school tax).

The director then noted that three **Trustees have terms ending 12/31/2018: Becky Jo Summers, Barb Ferro, Linda Spencer**

**6. Committee Reports:**

**LED:** see summary of presentation by Mark Woods above.

**7. Unfinished Business:**

- **Blocker Planters:** Arrived! Installed! AND we noticed that the Town had a budget line for them, so we submitted the invoice. They just need to be maintained, but this can finally come off the agenda now! (Something that has been on here since before Abbie got hired.)

**-Plaque** for Karen McClure: decide on what should be written, schedule date for dedication. Dave will take pictures to Greg and ask which he would like – OR take another photo.

**- Policy review:**

- The director would like to review procurement policy especially pertaining to steps to follow if certain criteria cannot be met in relation to getting the three quotes for major maintenance issues. Particularly important is to define what constitutes an emergency.
- Other policies needing to be reviewed include Closing Procedures, Gift and Donor Recognition, Payment of Invoices, Payment Voucher, Nursing Mothers policy (new).

A sub committee consisting of Annette, Cynthia Holly and Edith will meet on Friday, 11/2/18 at 10 am to look at these policies.

**9. New Business:**

- **Holiday Closings 2019:** 1/1, 1/21, 2/18, 4/19, 5/27, 7/4, 9/2, 11/11, 11/28, 12/24, 12/25, Special Hours 12/31 10-5. – Need approval Annette Gernatt moved and Elaine Thordahl seconded a motion to approve the closed dates. **The motion carried unanimously.**

- **Trustee and Employee Directory:** Abbie is planning to put together a small booklet of trustees and staff. She asks that each Board member fill out a brief form and submit a picture.

- **Disaster Planning:** This is something we ought to have in place. The director would like a draft by December and is looking for volunteers for this committee. Volunteers Abby, Annette, Rob, Holly, Edith, Helga will meet on December 13 at 10:00 AM. (Annette will look for a copy of the plan for Town of Concord library so that we not have to completely re-invent the wheel)

- **Technology ideas** – it has been suggested that a small camera be set up to allow watching the 3D printing. This could be viewed remotely. A suggested budget not to exceed \$200 for camera and lighting should be sufficient. Next year we need to look into adding 2-4 more cameras to the security system in order to cover the door/exits that are not currently covered.

- **Trustee Survey** - please complete tonight! There will be a computer open and ready!

- **New Copies of trustee Handbook distributed**

**10. Public Expression** – There was no public expression at this time.

**11. Upcoming Meetings:** The next meeting will take place on December 6th @ 6 pm in the community room.

**12. Meeting Adjournment**

Respectfully submitted, Edith Schell, secretary

**TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES Policy Committee Meeting**  
**Minutes of November 2, 2018, 10:00 am**

Present: Director Abigail Barten-McGowan, President Holly Martindale, Trustees Edith Schell, Annette Gernatt, Barbara Ferro, Cynthia Dishman

**The following polices were reviewed at a meeting of the Policies Committee:**

Reviewed with No Changes

- Gift and Donor Recognition Policy
- Rules of Conduct
- Financial Routine

Changes

- Payment of Invoices:
  - Change 2 claims auditors to 3.
- Emergency closing codes
  - Changed title to “Emergency Closing Codes and Procedures”
  - Dana/Jim changed to “Caretaker”
  - Phone numbers updated and redacted for public but on page for Board.
- Payment Voucher
  - Invoice listed as method of payment
  - NYS Report Codes added to bottom of sheet for reference.
  - Claims Auditor Line added.
- Procurement Policies and Procedures
  - TCPL replaced by ToCPL (to increase consistency within documents)
  - The procurement limits of \$3000 be changed to \$5000.

New Policy

- Nursing Mothers’ Policy

## TOWN OF COLLINS PUBLIC LIBRARY BOARD OF TRUSTEES REGULAR MEETING

MINUTES: December 6, 2018, Thursday @ 6 pm

**Present:** Director Abbie Barten-McGowan, President Holly Martindale, Trustees Helga Ciminesi, Cynthia Dishman, Barb Ferro, Rob Gaylord, Edith Schell, Becky Jo Summers, and Dave Williams.

**1. President Holly Martindale called the meeting to order at 6:00.**

**2. Secretary's Report:**

The minutes of the meeting of October 10, 2018 were approved as presented. Dave Williams moved and Barb Ferro seconded a motion to accept the minutes. **The motion carried unanimously.**

Dave Williams moved, and Helga Ciminesi seconded a motion to approve the minutes of the sub-committee meeting reviewing policies of Nov 2, 2018. **The motion carried unanimously.**

(See details under committee reports below)

**3. Public Expression:** There was no public expression at this time.

**4. Financial report/Treasurer's Report:**

Becky Jo presented the October and November treasurer's reports. Dave Williams moved and Barb Ferro seconded a motion to accept the reports as presented. **The motion carried unanimously.**

Director Barten then reported that she has received an updated budget from B&ECPL for 2018 that includes the Bullet Aid funds from Senator Gallivan's office for technology. It has been attached to our copy of the contract.

**5. Executive Report**

- **Programs:** Director Barten indicated that the library staff are busy! But some of our programs could have better attendance. Therefore she encouraged everyone to take a copy of the calendar. One of the important aspects of being a library trustee is being an advocate for the library. Try to tell three people before the next meeting about either a program or service available to them at the library!

- **Building Maintenance:**

- There is a second leak in the roof (above the book drop). It has affected the fire detection system. Fortunately regular maintenance was scheduled for the next

day, and a remedy was found for the fire detection problem. The leak in the roof, however, still needs fixing. Town has been notified and is assessing.

- We are waiting on installation of the windows (took 6 weeks to order).
- A new fire detection unit has been purchased.
- The snow blower needed repair and maintenance, which has been completed.

**- Budgets:**

- **Staffing:** We are close to the allotted figure, and may not even have any overages because of gaps in staffing.

- **Operating:** We may require a transfer to the Repairs and Maintenance line from other unused funds due to higher than expected building maintenance costs this year.

- **Annual Staff Development Report:** Abbie attended monthly managers' meetings, bi-monthly contract libraries manager meetings, children's programming trainings, Mental Health in the Workplace Trainings, ACT meetings, a Staff Development day at the Buffalo library, and NYLA's annual three-day conference. Abbie completed two more semesters of the Advanced Library Administration Certificate (Human Resources and Financial Management). All staff took Active Shooter Training, Harassment Training, and Workplace Violence Training. Betsy Steff took an adult programming training. Ashley Moyer took a children's programming training. Jason Hussong took Addressing Computer Viewing Complaints Training.

- **Trustees terms ending 12/31/2018 - Becky Jo Summers, Barb Ferro, Linda Spencer.** There was some discussion of Linda's situation. Rob volunteered to visit Linda and advise her that her term will expire at the end of the year. Becky Jo and Barb each indicated that they would like to remain on the Board. (YAY)

**6. Committee Reports:**

- **Policy Review:** policies were reviewed with the recommended changes sent to all members. A vote to approve the changes will occur under unfinished business. Thank you to Holly, Annette, Edith, Cynthia, and Barb.

-proposed changes:

- Gift and Donor Recognition Policy – no changes suggested

- Rules of Conduct – no changes suggested

- Financial Routine – no changes suggested

- Procurement Policy – TCPL replaced by ToCPL; limits of \$3000 be changed to

\$5000

- Emergency Closing Codes and Procedures - Changed title from Emergency Closings; Dana to "Caretaker", Phones updated and redacted for public but included for Board.
- Payment of Invoices Policy - Change 2 claims auditors to 3.
- Payment Voucher - Invoice listed as method of payment; State Report Codes added, NEW CHANGE: Claims auditor line added (see updated)
- Nursing Mothers policy - new

## **7. Unfinished Business:**

- Holly has been added as a signer for library accounts. She joins Becky Jo. This satisfies the requirement for two signatories for each account.
- Director Abbie Barten has received a picture for the plaque for Karen McClure.
- As per the results of the policy sub-committee review, a resolution is needed to approve new and suggested changes to the policies listed above:

**Resolution to approve** changes to policies as indicated above. Becky Jo moved and Cynthia seconded a motion to adopt a resolution as follows:

RESOLUTION adopted by the Board of Trustees of the Town of Collins Public Library at the regular meeting of said Board of Trustees held at the Town of Collins Public Library on the 6<sup>th</sup> day of December 2018 at 7 o'clock

I HEREBY CERTIFY, that at a meeting of the Board of Trustees of the Town of Collins Public Library, held at the Town of Collins Public Library on the 6<sup>th</sup> day of December 2018, a resolution was adopted of which the following is a true copy:

WHEREAS, the Town of Collins Public Library as part of the Buffalo & Erie County Public Library's (B&ECPL) adopted Organizational Competencies, the Library has a process to establish new and to review standing policies to ensure that they remain timely and effective, and

WHEREAS, the Policy Committee used this process to review and make recommendations which are reflected in the attached draft of the listed polices, now therefore be it

RESOLVED, that the Library operated under its plan of service in accordance with the provisions of the Education Law and the Regulations of the Commissioner, and be it further

RESOLVED, that the following list of bylaws were reviewed and accepted by the Board of Trustees.

Town of Collins Public Library Nursing Mothers' Policy as written;

Town of Collins Public Library Emergency Closing Codes and Procedures updated to include the proposed changes;

Town of Collins Public Library Payment of Invoices Policy updated to include the proposed changes;

Town of Collins Public Library Payment Voucher updated to include the proposed changes;

Town of Collins Public Library Procurement Policies and Procedures updated to include the proposed changes;

Town of Collins Public Library Rules of Conduct reviewed with no changes;

Town of Collins Public Library Financial Routine reviewed with no changes; and

Town of Collins Public Library Gift and Donor Recognition Policy reviewed with no changes.

Ayes   8  

Noes   0  

Clerk,  
Edith Schell

**-Trustee and Employee Directory:** Director Barten asked all trustees who have not returned info and a picture to please do so. It is important that we are an organization that is in touch with who is representing the library, both in the building and in the community.

**- Disaster Planning:** Sub-committee members are reminded of a meeting on December 12th at 10 am.

## 9. New Business:

**-Appointing Claims Auditors: Volunteers:** Annette Gernatt, Cynthia Dishman, and Barbara Ferro. Rob moved and Helga seconded a motion to appoint 3 claims auditors for a one-year term. **The motion carried unanimously.**

- **2019 Meeting Schedule: Suggested: Thursdays at 6 pm, 2/7, 4/4, 6/6, 8/8, 10/3, 12/5.**  
Helga Ciminisi moved and Barb Ferro seconded a motion to approve the schedule of meetings. **The motion carried unanimously.**

- **ACT Meeting November 2018 @ West Seneca Library** – The main topic of the meeting was NYS Office of the State Comptroller audits. Every board member bears the fiduciary responsibility of the library. The auditors who have been in our system so far were interested in financial procedures and wanted the board to approve purchases before the checks were sent out. They seem to accept a claims audit process like we are implementing as a substitute. They also wanted detailed abstracts about the bills to be reviewed at the board meetings. They do a broad gloss, looking for policies and general things, then choose a couple of areas they feel may be at risk to drill down on. They then send a list of all the problems they see, and the library has 30 days to submit a corrected action plan. They may also ask to attend a board meeting.

There is a very important workshop Saturday, March 2, 2019, at the Central Library. One topic to be covered is the upcoming changes to the minimum standards for libraries. These will affect our library, and I expect at least one member of this board to attend and report back to the rest at subsequent meeting. Holly and Edith indicated that they would attend.

- **LED Sign** - Holly indicated that she anticipates four estimates total for the digital sign we would like to place on the road.

- **Incident:** Abbie indicated there was a fall in the library. She will continue to monitor the patron's condition. A copy of the incident report was sent to the System, and another copy give to Becky Jo for the Town of Collins.

**10. Public Expression** -- There was no public expression at this time.

**11. Upcoming Meetings: Thursdays at 6 pm, 2/7, 4/4, 6/6, 8/8, 10/3, 12/5**

**12. Meeting Adjournment** – The meeting was adjourned at 7:10 PM.

Respectfully Submitted,      Edith Schell



**Town of Collins Public Library Board of Trustees Committee Meeting – Disaster Planning  
December 13, 2018 at 10 am**

**Present:** Director Abigail Barten-McGowan, Board President Holly Martindale, Helga Ciminesi, Annette Gernatt, Edith Schell

1. Called to order at 10 am.

2. Disaster Plan Documents

Abby passed copies of “Template for Pocket Response Plan”

- She had filled in several names as part of disaster team, including the Library Director, Board President, Library Caretaker, Town Caretaker, and Town Supervisor. The group suggested the chief of the fire company to round out the team. There were also institutional contacts including the B&ECPL System Director, Chief Operating Officer, Deputy Director-CFO, Chief Information Officer/IT Dept.
- The group realized we need the town insurance name and number. Holly indicated she would get those.
- Under first responders we added Gowanda police and Gowanda ambulance
- The water department updated to Gowanda, because of Town contract.
- Important to have Simplex Grinnell numbers for several people esp. Jim Smith. Other account numbers were added to the Electricity, Gas as well.
- Add Bob Timmel to Emergency Service Providers – WNY Disaster Relief.
- Under regional preservation services we will keep National Archives regional office and FEMA.
- Add “activate closing procedure” to response checklist.
- Deletions: “Response checklist for statewide response.” “Contact state archivist”, and “Contact National Archives”. “Protect vital records” and “educate and train responders”. Eliminate entire final column “Using the FEMA conference line”.

As a matter of emergency preparedness, it was suggested to have a lesson for all staff on using fire extinguisher given by a volunteer fireman.

The Group also went through the Emergency Action Plan Workbook template:

- Evacuation assembly point was established as the lower entrance to Town Hall.
- Much of the info was already included on the emergency sheet referenced above.
- On matters of the fire alarm was activated, it was suggested that we go through procedures with the Fire Department.

Abbie hopes that these documents will all be ready before the June Meeting.

It was suggested that copies of these documents be kept in the Library, at Town Hall, and emailed to the Board of Trustees.

3. Adjourned at 12:30 pm

Respectfully submitted,  
Edith Schell, Secretary