

Orchard Park Public Library
Board of Trustees Meeting
Nov. 15, 2016

Present:

Doug McFarland, President
Peggy Errington, Library Director
Jack Hinnners, Secretary
Dorothy Holmes, Treasurer
Peggy Snajczuk, Trustee, ACT Liaison
Ann Marie Newbury
Wendy Gloss, School Liaison

Excused:

Patrick Keem, Supervisor Town of Orchard Park
Victoria Sturman, President, Friends of the Library

Opening: President Doug McFarland opened the meeting at 7:31 AM.

Reports:

Minutes: On a motion by Dorothy Holmes and a second by Peggy Snajczuk the minutes of the Sept. 20, 2016 meeting were passed.

Treasurer's Report: Dorothy Holmes informed us that the most recent Community Foundation statement showed an investment value increase of \$2,392.14. In addition we received \$5,000.00 from the Rose Fund and \$150.00 from patron donations. We continued by reviewing the Claims Report for the month. Doug McFarland questioned the expenditure to Quest management and its costs. The vouchers were reviewed and on a motion by Jack Hinnners and a second by Peggy Snajczak the Treasurers report and vouchers #109 thru #119 and vouchers #205 thru #207 were approved and accepted.

Contract Library Financial Report: Peggy Errington reviewed the monthly financial report. Fines show a deviation from budget which is mostly due to Hamburg's reopening. On a motion by Doug McFarland and a second by Dorothy Holmes the Contracting Library Financial report was accepted.

Librarian's Report: Circulation numbers continue to be down throughout the entire library system, reported Peggy. Computer usage is also down due to more laptop ownership. WIFI usage is up significantly and our patron door count continues to be ahead of Audubon. We are initiating more outreach programs. On a motion by Doug McFarland and a second by Jack Hinnners the Librarian's report was accepted.

Building & Grounds Report: Just as we are, the town is researching the purchase of security cameras. It is hoped that we can work jointly with them, Peggy informed us. We have been told that we can count on financial support from the Friends of the Library. She will follow up with the town. On a motion by Doug McFarland and a second by Dorothy Holmes the report was accepted.

ACT Meeting: Peggy Snajczak outlined the function of the Association of Contract library Trustees for our new members. The past meeting's subject was long range planning. The next meeting will be held on Dec. 10.

Friends of the Library: Peggy Errington reported for Vicki that the Halloween trick or treat party went very well. The September book sale was also very successful. On a motion by Doug McFarland and a second by Peggy Snajczak, the report was accepted.

Unfinished Business:

Welcome: The board welcomed new board member Ann Marie Newbury and Wendy Gloss as school liaison.

NY State Audit: All of the required Compliance letters have been sent to the state.

Claims Auditor: By unanimous vote Ann Marie Newbury has been appointed our claims auditor.

Down to Earth Landscaping: On a motion by Doug McFarland and a second by Jack Hinnners the bill of \$1,760.00 to Down to Earth Landscaping was approved to be paid.

New Business: FOIL: The Freedom of Information Law policy was reviewed by the board. On a motion by Peggy Snajczak and a second by Jack Hinnners was moved to adopt the policy dated 11/15/16

2017 Calendar: See attached

Drip System: It was determined that a drip system for our landscaping would cost between \$300.00 and \$500.00. The issue will be discussed at a future meeting.

Adjournment: A motion to adjourn was made at 9:34 AM. All were in favor

Next Meeting: Tuesday January 17th 2017 at 7:30 AM in the Library Meeting Room

Respectfully submitted;

Jack Hinnners