

Clarence Public Library Board of Trustees Minutes

March 27, 2023 4:30 PM

Approved

Roll Call: The meeting was called to order at 4:31 PM by Judy Hilburger. A quorum was present.

Present: President Judy Hilburger; Vice-President Joseph Zinni; Secretary Marlene Arno; Trustee Stacey Jafarjian; Trustee Dawn Olczak; Director Monica Mooney; Town Board Councilman Dan Michnik

Excused: Treasurer Marjorie Ebersole; Trustee Sue Powers;

I. Approval of Minutes from February 27, 2023

The minutes were approved pending the correction of a misspelled name typo. *Motion: J. Zinni, 2nd D. Olczak. Unanimous.*

II. Approval of Claims

The board reviewed checks written in March 2023 from the County checking account and February and March 2023 from the Trustees checking account.

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: 6c-8c. *Motion: S. Jafarjian, 2nd: J. Zinni. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 10t-23t. *Motion: M. Arno, 2nd: J. Zinni. Unanimous.*

III. President's Report

- **ACT** – Nothing to report at this time
- **Friends** – The Friends are preparing for the Spring Book sale which is set for April 26-29 2023
- **Trustee Book Club** – Zoom meetings were anticipated to be scheduled for every other month but there have been no formal announcements.

IV. Director's Report

- The Clarence Public Library (CPL) was ranked 7th for circulation and 8th for patron visits in February 2023. CPL was ranked 7th for circulation and 9th for patron visits in February 2022.
- Library visits per day in 2023 range between 265-379 patrons.
- Many successful educational programs and community partner events took place at the Library in February and March: e.g. The series “Study in Sherlock” discussions continues; February and March Craft Times; Seed Library Grand Opening with 457 packets distributed to date; *Understanding Alzheimer's and Dementia*; Editing Digital Photos; Kidding around Yoga; Send in the Sondheim; Paws for Love; etc.
- Memory Kits – Another order has been placed for items that will be part of the Clarence Library's Memory/Reminisce Kits collection with grant funds provided by the Daniel C and Beatrice M Fisher Fund. These items are designed for adults with cognitive impairments. Two nature kits are also being developed.
- The **Clarence High School Work-Based Learning Clothing Community Hub** Project will be using the CPL for a trial period as a Clothing Closet distribution site for seasonal children's clothes in mid-April. More information is available from Jillian Dean, Career Development and Occupational Studies Coordinator or at on the website:

V. Public Comment – N/A

VI. Unfinished Business

- **Building/Maintenance Issues** - D.V. Brown was to the library several times in January (boiler failed) and February to assess the HVAC issues. The water damaged ceiling tiles will be replaced by the Town. The 2 exhaust fans (above adult fiction and the bookstore) seemed to be contributing to the leaking water and both fans will need to be replaced. The town was to be taking care of these repairs in February if parts are available. Currently, this problematic boiler situation is being reviewed by Tim Lavocat, Town Engineer. Other repairs which are not able to be handled by library personnel are fixed by the parks department staff. The meeting rooms heat is unpredictable and on several occasions library visitors sat with winter coats on for meeting/events.

The software system computer for the HVAC system went down on February 10th. Monica called Town Hall and they were able to reboot the computer. Connection between the Library system and Town Hall was very weak. No update on this yet.

The library has some issues with the new humidifier and leaking pipes in the mechanical room which are being addressed by the Town. Temporary repairs were made but the noxious/chemical smell is back. This is also being reviewed for a permanent solution.

- **Good News** - The deep pothole (holding the orange cone marker) in the library's primary parking lot entrance has been cold-patched.
- **Flight 3407 Kiosk in Library** The display computer is not working and the original vendor, Hadley, has been unable to resolve the problems. Monica is working with the 3407 Foundation to fix the technical issues.
- **Meeting Room Usage** – Dan Michnik reported that following his discussions with the Town, about meeting room liability and the need/or not for meeting room insurance. He determined that the current procedures as outlined in the Meeting Room Policy are fine and that the Town has no concerns.

VII. New Business

- **Resolution** – To approve the balance transfer from savings to checking for the carpet project. *Motion: J. Zinni. 2nd: S. Jafarjian Unanimous*
- **Resolution** – To update the CPL Bylaws by amending the meeting time from 615 on the 4th Monday of the month to 430 on the 4th Monday of the month. *Motion: D. Olczak 2nd M Arno. Unanimous*
- **United Way Community Baby Shower** – CPL will provide space for a collection barrel. Contact Dan Michnik at 716-759-4872 for additional information.

VIII. Next Meeting

The next meeting is April 24, 2023 at 4:30 p.m. The public is welcome to attend.

IX. Adjournment

The meeting was adjourned at 5:45 PM. *Motion: J. Zinni 2nd: M. Arno. Unanimous.*

Submitted by M. Arno, 3/28/2023