

Clarence Public Library Board of Trustees Minutes

March 24, 2025 4:00 PM

Approved

Roll Call: The meeting was called to order at 4:05 PM by Judy Hilburger. A quorum was present.

Present: President Judy Hilburger; VicePresident Marlene Arno; Trustee Susan Bielawski; Trustee Lisa LaTrovato; Director Monica Mooney; Town Board Liaison Bob Altieri

Excused: Trustee Dawn Olczak; Secretary Sue Powers; Treasurer Marjorie Ebersole

I. Approval of Minutes

The January 27, 2025 minutes were approved. *Motion: M. Arno 2nd: Lisa LaTrovato Unanimous.*

II. Approval of Claims

The board reviewed checks written in February 2025 from the County checking account. The board also reviewed checks written in January and February 2025 from the Trustee Checking Account.

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: *February 2c – 3c Motion: L. LaTrovato 2nd: M. Arno Unanimous*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: *January and February 6t-12t Motion: M. Arno 2nd: L. LaTrovato Unanimous*

III. President's Report

- **ACT** – Meetings are expected in March, May and September but May and September are not yet scheduled. March 22, 2025 is the next meeting at the Central Library. M Mooney did extend an offer to the B&ECLS to use the Clarence Public Library (CPL) for a future systemwide meeting. These meetings rotate throughout the system and contract libraries and attendance counts toward completion of the mandatory continuing education state library trustee requirement.
- **Friends** –The Friends are planning for the Spring Booksale April 30 - May 3, 2025 and scheduling other fundraising events. Great Lakes Refreshment is new vendor for drinking water.

IV. Director's Report

- **Grant application** –1) M Mooney was awarded \$500.00 from the Clarence Community Foundation for books for upcoming programs (World Book Day, Transcendentalism on the trails) ; 2) an Equipment and technology grant application for \$10,251.97 from the B&ECLS for creation of an IDEA lab was not funded due to over \$200,000 of applications and limited funds.
- **Donations** – A detailed list is available in the Director's Report. Thank you to Ansel Wolf for his donation to the Baby Prom event and to Megan Corcoran and her matching gift from National Fuel.
- **Seed Library** – Seeds are being added daily. Word is out and residents are loving the seeds.
- **Circulation** - The CPL was ranked 7th in the system for January 2025.
- **Library Visits** - The CPL had 5,795 library visits in Jan, 2025 and ranked 7th in the system in January 2025.
- **Partnerships** – 14 organizations used the meeting spaces in January 2025.
- **Special Events** - Three Gardening related programs (Sustainability, Beekeeping, etc) are planned; on April 5, 2025 World Book Day is at the Town Clubhouse from 10-1; March 8, 2025

International Day at Stolat: Lissa Marie Redmond met with the Study in Sherlock group and discussed Buffalo's Anna Katarine Green and Arthur Canon Doyle; Bob Poczik gave us a Vatican Tour. and many other events.

- **Return to System Financial Report** – This report is a bit late. The 2025 B&ECL budget passed with the 4.3% increase proposed which means small contractual hourly increases for some staff and an additional \$1,000 each for programs and repairs.

V. **Liaison Comment** – B Altieri reviewed the most recent work by the Town on the CPL damper issue. He also provided information on upcoming town events planned for this summer.

VI. **Public Comment** – none

VII. **Unfinished Business**

- **Library Phone System** – 11/25/25...The current system is no longer being supported by the vendor and will need to be updated this year as all support will end on 12/31/24. The Board will be updated as options are reviewed by the Director.
 - 1/27/25... replacing the SANGOMA switchbox is being explored (\$7,000-\$8,000). The original phone system will continue to work until it breaks down.
- **Building/Maintenance Issues:**
 - **Boiler & HVAC** – October 2024 -The replacement boiler unit is scheduled for installation over a period of 4-6 weeks beginning in October-November. Fortunately, the weather has been mild in October while the building is without heat.
 - November 6, 2024 – replacement has been completed of the boiler and compressor and assorted plumbing. We expect 50% of the approximately \$900,000 costs to be covered by a grant applied for previously.
 - January 27, 2025 – Heating extremes in room 2 and uncomfortably cold in room 1 are occurring simultaneously in the 2 meeting rooms. Efforts are continuing to fix the issue.
 - 2/13/2025 - The stuck damper was repaired by Stark Technologies. Currently the only issue is with one of the VAV fan units in the meeting room. Monica placed a work order with the Town to have it fixed.
- **Bylaws Update** – The meeting time was changed to allow more time to complete the business of the Board ...This change was originally probationary but it seems to be in the best interest of all to become permanent. *Motion: To change meeting time to 4:00 from 4:30 Motion: L. LaTrovato 2nd; M. Arno Unanimous*

VIII. **New Business**

- **Bylaws** – To be reviewed in April when full board is present.
- **Rules of Conduct** - Changes proposed and shown in red were discussed. Motion was made *to accept all changes as shown on proposed redlined policy. Motion: M. Arno 2nd; L LaTrovato Unanimous*

IX. **Next Meeting**

The next Trustee meeting is scheduled for April 28, 2025 at 4:00 (a permanent change from 4:30). The public is welcome to attend.

X. **Adjournment**

The meeting was adjourned at 5:40 PM. *Motion to adjourn. Motion: M. Arno 2nd; L. LaTrovato Unanimous*

Prepared in absence of Secretary by M. Arno, 4/28/2025
