

Clarence Public Library Board of Trustees Minutes

November 24, 2025 4:13 PM

Approved

I. Roll Call

The meeting was called to order at 4:13 PM by Judy Hilburger. A quorum was present.

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

Excused: Trustee Dawn Olczak; Secretary Sue Powers; Trustee Lisa LaTrovato

II. Approval of Minutes

The October 27, 2025 minutes were approved. *Motion to approve: M. Ebersole 2nd: S. Bielawski Unanimous.*

III. Approval of Claims

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

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: 27c – 29c *Motion: S. Bielawski 2nd: M. Arno Unanimous*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 69t - 71t *Motion: M. Arno 2nd: S. Bielawski Unanimous*

IV. President's Report

- **ACT** – Meetings are expected in March, May and September but are not yet scheduled. 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.
- **Partnership** – The Library donated unsold large print books from the recent deaccession to the Brothers of Mercy-Montabauer Center and the Clarence Senior Center.

V. Director's Report

- **Clarence Bee Article** – “ Local Librarian shapes the younger generation through the power of literacy”.
- **Donations** – Specifics are available in the Director's Report. Thank you to Ansel Wolf for his generous donations.
- **Circulation** - The CPL was ranked 8th in the system for October 2025.
- **Library Visits** - The CPL had 7,085 library visits in Oct, 2025 and ranked 10th in the system.
- **Partnerships** – 13 organizations used the meeting spaces in October 2025.
- **Everyone's Playground** – Display in library
- **Grants** – 2 major grants have been submitted. No award announcements yet.
- **2026-2030 Library Construction Needs Assessment**

VI. Liaison Comment – B Altieri provided updates on the Lions Playground and recent Town planning efforts related to continuing maintenance needs.

VII. Public Comment – none

VIII. Unfinished Business

- **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.
 - 10/23/25 – D. V. Brown called by Town to check the settings on the new boiler.
 - 10/28/25 – Town responded to look at VAV#13 which was shut off due to mechanical issues: Town will repair once money is available in the 2026 Budget for the Library.
 - 10/29/25 – Quote(Kwik) sent to Jason Holden for duct and tile cleaning in 2026.
- **Men's and Women's Restroom**
 - Oct 7, 2025 – List sent to Jason Holden of items that need replacement/repair/refreshing
 -
- **Grounds**
 - Oct 30, 2025 – Aqua-Systems turned off outdoor sprinkler for system for the season.
 - Nov 1-3, 2025 – Eagle Scout Isaac Swart, Troop 93 completed project in the Children's Reading Garden (new bench constructed, new pollinator sign constructed, existing wooden signs were stained)

IX. New Business

- **Transfer funds from savings to Operating Expenses** *Proposal approved unanimously.*
- **Funding request for tile cleaning.** *Proposal approved unanimously.*
- **Phone System**
- **Long Range Planning - Initial discussion**

X. Next Meeting

January 26, 2025

XI. Adjournment

Motion to Adjourn Motion: M. Ebersole 2nd: S. Bielawski Unanimous