

Clarence Public Library Board of Trustees Minutes

February 23, 2026 4:00 PM

Draft

I. Roll Call

The meeting was called to order at 4:00 PM by Judy Hilburger. A quorum was present.

Present: President Judy Hilburger; Vice-President Marlene Arno; Secretary Susan Bielawski; Treasurer Marjorie Ebersole; Director Monica Mooney; Town Board Liaison Bob Altieri; Trustee Lisa LaTrovato

Resigned January 20, 2026: Trustee Dawn Olczak; Secretary Sue Powers

Excused: Trustee Susan Bielawski

II. Approval of Minutes

The January 30, 2026 minutes were approved. *Motion to approve: L. LaTrovato 2nd: M. Ebersole Unanimous.*

III. Approval of Claims

The board reviewed checks from the County and the Trustee accounts.

- *A motion was made to approve the Abstract of Audited Vouchers for the County checking account for February 2026: 3c Motion: L. LaTrovato 2nd: M. Arno Unanimous*
- *A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account for Jan and February 2026: 3t -5t Motion: L. LaTrovato. 2nd: M. Arno Unanimous*

IV. President's Report

- **ACT** – Meetings are expected in March, May and September but are not yet scheduled.
- **Friends** – No meeting in January due to weather. February meeting is scheduled for 6:00 2/23/2026

V. Director's Report

- **“Return to system”** – Invoice received for \$3,705.90. See Director's Report for more detail.
- **Donations** – Specifics are available in the Director's Report. Thank you to Ansel Wolf for his generous donations.
- **Circulation** - The CPL was ranked 6th in the system for January 2026.
- **Library Visits** - The CPL had 5,537 library visits in January, 2026 and ranked 11th in the system.
- **Partnerships** – 10 organizations used the meeting spaces in January 2026.
- **Library Hub Update** – The CPL was recently featured in an article in **The WNY Education Alliance Newsletter**.

VI. Liaison Comment – B Altieri provided updates on the Lions Playground (50% of funds raised, survey work and digging to begin) 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.
- 2/23/26 ...Monica provided details on recent quotes and continuing research on Wiretek
- **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.
 - 2/23/2026 - Still waiting for delivery of the part to repair VAV#13. There have been no further issues with the loud banging sounds report previously.
- **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 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)
 - 2/23/2026 – The Town did a great job keeping the parking lot and walkways plowed and salted during January and February.
 - 2/23/2026 - Security Cameras being research for additional exterior locations.

IX. New Business

- **Trustee Vacancies** – Application forms available at Town Hall. Word of mouth and various alerts continuing.
- **Outdoor security Cameras** – discussion about need and missing locations. Further updates will be added to minutes.

X. Next Meeting

March 23, 2026. 4:00 p.m.

XI. Adjournment

Motion to Adjourn Motion: M. Ebersole 2nd: L. LaTrovato Unanimous