

Clarence Public Library Board of Trustees Minutes

February 26, 2024 4:30 PM

Final

Roll Call: The meeting was called to order at 4:30 PM by Judy Hilburger. A quorum was present.

Present: President Judy Hilburger; Vice-President Joseph Zinni; Secretary Marlene Arno; Trustee Sue Powers; Treasurer Marjorie Ebersole; Town Board Liaison Bob Altieri; Director Monica Mooney

Excused: Dawn Olczak

I. Approval of Minutes from January 22, 2024

The minutes were approved. *Motion: M. Ebersole 2nd J. Zinni Unanimous.*

II. Approval of Claims

The board reviewed checks written in January 2024 and February 2024 from the County checking account. The board also reviewed checks written in January 2024 and February 2024 from the Trustee Checking Account.

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: 5c – 9c *Motion: S. Powers 2nd: M. Arno Unanimous*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 6t - 13t *Motion: J. Zinni 2nd: M. Arno Unanimous*

III. President's Report

- **ACT** – An ACT Meeting is scheduled for March 9. An agenda was emailed to all trustees. Attendees met the NYS annual training requirement. The Board requested that our new liaison might like to attend as our guest.

There is an active ACT subcommittee working on updating the **ACT Library Annual Contract**. Marlene is on that working group. The draft of the restructured contract was provided to the Central Library with recommendations in October 2023. A further meeting of this Subcommittee with John Spears and several other staff to review the new document was held in March 2024. The Central Library legal department is doing a review now.

- **Friends** – The next book sale is scheduled for May 1-4, 2024. The Friends are gearing up now. The Friends Fall Book Sale provided Funding for the “Book Nook” which was recently installed in the Children’s area.

IV. Director's Report

- **Circulation** - The Clarence Public Library (CPL) was ranked 8th for circulation in January 2023 (20,230) and 7th in January, 2024 (18,734)
- **Library Visits** - The CPL had 5,620 library visits in January, 2023 ranking CPL 10th in the system. In January 2024 CPL ranked 11th and had 5516 visits.
- **Program Highlights** – Thirty-two exciting programs were offered with activities for all age groups. Miss Sarah’s story times, play dates and craft programs continue to be very popular as are the Bookmarks Book Club and the Sherlock Discussions. Program attendance is steady and continues to grow.
- **COVID Test Kits** – Free take home tests continue to be provided to the public by Erie County Dept of Health and distributed by the B&ECL system.

- **Solar Eclipse Glasses** – Free disposable solar eclipse eye glasses were distributed for safe eclipse viewing during the upcoming 2024 eclipse.
- **Seed Library** – Winter Seed sowing Program offered in December, hundreds of seed packets distributed.

V. Public Comment

- **Questions about Donations:** All donations are acknowledged by the Library Director.

VI. Liaison Comment – Bob mentioned that he participates in work sessions with the town every 2 weeks

VII. Unfinished Business

- **Building/Maintenance Issues** – Monica requested confirmation on March 30, 2023 of the town’s approval to proceed with the application and development of a grant from the *NYS Library Construction Grant Fund for a new HVAC system*. This award could cover 50% of the costs, Tim Lavocat, Town Engineer, in April 2023 cautioned that the town needed to do an evaluation of the needs.
 - Town approval for participation in this grant was received in May 2023.
 - Monica is continuing to seek this funding which would involve all or part of an HVAC replacement (a seven figure cost). Unfortunately, the required reports have not been received and the September grant deadline has been missed. The CPL board and the B&ECL are concerned that the NYS funding may not be available much longer and are urging libraries to submit by the scheduled guidelines. This funding source is critical to the health and safety of library staff and guests as the HVAC is unreliable.
 - While the Director awaits the Town Evaluation of Need reports, additional service/repair support documentation is being collected.
 - In February 2024, Monica exchanged several emails with Andrew Wiede, Coordinator of the Library Construction Aid program, regarding the grant funding timeline (begins with application and needs documents) and maximum award (50%) for this project. Details are available in the February 26, 2024 Director’s Report.
- **Boiler Issues** – Issues of the boiler not working occurred the weekend of November 18-19. The lack of heat caused leaking of the pipes which, in turn, caused a couple ceiling tiles to leak. These leaks were in the same areas as last year, adult fiction and near the Children’s computers. For health and safety, the areas were cordoned off with caution tape and cones. Monica worked with Aaron, the Parks Department, Dan Michnik, Tim Lavocat and Town Hall to get the issue addressed. The boiler part was repaired on November 20. D.V. Brown and Stark Tech (formerly U & S Services) were scheduled to check the settings and software program that controls the HVACR.
 - **Continued issues with boiler** – During December 2023 both D.V. Brown and U&S Services spent several days attempting to deal with the major mechanical and software issues. Some problems appear to be fixed but others remain: Smell of gas, lengthy time for boiler to start up in the morning; ceiling leaks when interior temp drops into low 60’s; ‘flame failure’ error code requiring close monitoring.
 - **Ceiling Tiles** – The water damaged ceiling tiles from the December leaks were replaced on January 30. Thank you Clarence Parks Dept.
 - **Snow Storm** - The library closed early on January 17, continued closed on January 18th due to loss of power. The power returned on January 19 when the library re-opened. The phone service (Spectrum) was out for several days. In January 2024,

the boiler failed several times (flame failure) and the Parks dept was called to restart the boilers. The Friends purchased three space heaters for staff to survive the cold.

VIII. New Business

- **Grant – Clarence Community Foundation. \$ 500.00 to be used to purchase books to be used for give-aways at the DIA Celebration on April 20.**
- **Proposal to transfer funds (\$7,090.66) from savings to operating account.** *Motion: J. Zinni 2nd: Sue Powers unanimous*
- **Resignation – Stacy Jafarjian.**
- **Eclipse Day – April 8 2024...**discussion about liability, accidental injuries, closure. Since no specific eclipse activities on that day and local school systems are also closing...Closing for the day is an option to consider.

IX. Next Meeting

The next Trustee meeting is scheduled for March 25 at 4:30. The public is welcome to attend.

X. Adjournment

The meeting was adjourned at 5:55 PM. *Motion to adjourn. Motion:: M. Ebersole 2nd: Sue Powers Unanimous*
