

# Clarence Public Library Board of Trustees Minutes

January 22, 2024 4:30 PM

## Approved

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 Dawn Olczak; Trustee Stacey Jafarjian; Trustee Sue Powers; Treasurer Marjorie Ebersole; Town Board Liaison Bob Altieri; Director Monica Mooney

Excused:

### I. Approval of Minutes from November 27, 2023

The minutes were approved. *Motion: M. Ebersole 2<sup>nd</sup> D. Olczak Unanimous.*

### II. Approval of Claims

The board reviewed checks written in December 2023 and January 2024 from the County checking account. The board also reviewed checks written in November and December 2023 and January 2024 from the Trustee Checking Account.

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: *DEC 33c – 35c Motion: S. Powers 2<sup>nd</sup>: S. Jafarjian Unanimous*  
*JAN 1c - 4c Motion: J. Zinni 2<sup>nd</sup>: M. Arno Unanimous*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: *NOV-DEC 70t - 73t Motion: M. Arno 2<sup>nd</sup>: D. Olczak Unanimous*  
*JAN 1t - 5t Motion: M. Arno 2<sup>nd</sup>: S. Powers*

### III. President's Report

- **ACT** – An ACT Meeting is scheduled for March. An agenda will be sent soon. Attendees meet the NYS annual training requirement.

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 is expected in February 2024 and an update to all trustees/directors will be given at the March 2024 ACT training session.

- **Friends** – The next book sale is scheduled for May 1-4, 2024. Judy Hilburger will continue to act informally as the Friends' liaison to this board.
- **Trustee Handbook Book Club** – All previous ZOOM sessions are recorded and are available for individual online viewing. Sue previously emailed everyone the contact information. Attendees at these events can earn credits toward meeting the NYS annual trustee training requirements.

Last webinar was about **Financing and Managing Construction and Remodeling Projects**. Marlene emailed all board members the telecast recording and slides. Sue provided her insights from the event. Discussion followed about a barrier free ADA Compliant Ramp and occasional raised pavers which present issues to mobility impaired visitors. These items are Town responsibilities.

### IV. Director's Report

- **Circulation** - The Clarence Public Library (CPL) was ranked 9<sup>th</sup> for circulation in November 2023 (18,311) and 6<sup>th</sup> in September, 2022.

- **Library Visits** - The CPL had 5,504 library visits in November, 2023 ranking CPL 11<sup>th</sup> in the system. In December 7334 visits.
- **Program Highlights** - 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 (e.g. Winter Fest, Puzzle Day, Holiday Cake Pops and wreath crafts). The Bookmarks Book Club and the Sherlock Discussions are enormously popular. 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 Dec 7th
- **Red Cross Blood Drive** – November 29 from 1 - 6 pm

V. **Public Comment** – Sue Powers requested an opportunity to share her personal concerns and understanding of the trustee role. She also provided the trustees with her suggestions and recommendations. Due to room & time constraints, discussion was limited and the meeting agenda which included the annual election of officers was suspended pending a continuation of the meeting on January 29<sup>th</sup> to complete the Election of Officers.

VI. **Liaison Comment** – We have a new liaison, Bob Altieri. We are excited to have him as our liaison as we move forward.

## 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 50-75% 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 HVACR 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&ECLS 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.
- **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.

- **2023 Grant Proposal – Daniel C and Beatrice M. Fisher Fund Grant** for \$2,000 to support ENL initiatives and foster connections to non-native English Speakers. CPL notified we received the award in November 2023. Programs have begun.
- **Carpet Cleaning** – cleaning completed December 20 by Cleaner Carpets of Clarence.

### VIII. New Business

- **Annual Statement of Disclosure** - The town Disclosure form which was mailed to all board members must be submitted directly to the Clarence Town Clerk.
- **Election of Officers – Meeting time concluded before agenda completed, unanimous decision to suspend meeting until Jan 29 at 430 and continue meeting agenda.**
- **Goal Setting for 2024** – Review of the CPL Long Range Plan will take place in the first quarter of 2024.

### IX. Next Meeting

The meeting to complete the January 22 agenda is January 29, 2023 at 4:30 p.m. The public is welcome to attend.

The February Trustee meeting is scheduled for February 26 at 4:30. The public is welcome to attend.

### X. Adjournment

The Jan 22 meeting was adjourned at 6:05 PM. *Motion to adjourn. Motion:: M. Ebersole 2<sup>nd</sup>: M. Arno Unanimous*

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**Draft**

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Present: President Judy Hilburger; Vice-President Joseph Zinni; Secretary Marlene Arno; Trustee Dawn Olczak; Trustee Stacey Jafarjian; Trustee Sue Powers; Treasurer Marjorie Ebersole; Town Board Director Monica Mooney

Excused: Liaison Bob Altieri

### I. New Business

- **Election of Officers** - Judy passed out blank index cards for a confidential vote for the only contested position, President. Choice included: Judy Hilburger or Joe Zinni  
**Judy Hilburger received the majority of votes and will continue as President.**

*A motion was made to carry over the Vice-President, Treasurer and Secretary as they were running unopposed.*

*Motion: S. Jafarjian 2<sup>nd</sup> Sue Powers Unanimous.*

### II. Adjournment

*A motion to adjourn at 5:15 was presented. Motion: M. Ebersole 2<sup>nd</sup> Dawn Olczak Unanimous*

*Submitted by M. Arno, 2/26/2024*

