

Clarence Public Library Board of Trustees Minutes

March 25, 2024 4:30 PM

Draft

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; Town Board Liaison Bob Altieri; Director Monica Mooney

Excused: Trustee Sue Powers, Treasurer Marjorie Ebersole

I. Approval of Minutes from February 26, 2024

The minutes were approved with edits. *Motion: D. Olczak 2nd J. Zinni Unanimous.*

II. Approval of Claims

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

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: 10c – 11c *Motion: D. Olczak 2nd: M. Arno Unanimous*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 14t - 17t *Motion: M. Arno 2nd: J. Zinni Unanimous*

III. President's Report

- **ACT** – The next ACT Meeting is scheduled for May 4 at the Grand Island Library. Judy reviewed notes from the March 9th meeting and provided copies of the distributed ACT materials to trustees who were unable to attend.
- **New Trustee Search** - We thank Stacy Jafarjian for her years of service on the board. The opening is posted on the town website.
- **Friends** – The next book sale is scheduled for May 1-4, 2024. The Friends are gearing up now.

IV. Director's Report

- **Circulation** - The Clarence Public Library (CPL) was ranked 7th for circulation in February 2023 (19,190) and 9th in February, 2024 (19,548)
- **Library Visits** - The CPL had 5,804 library visits in February, 2023 ranking CPL 8th in the system. In February 2024 CPL ranked 11th and had 7,148 visits.
- **Program Highlights** – Many 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. Fifteen outside organizations used the library meeting rooms in February.
- **Special March Events** --DIA Day for Childres, A Celebration of Oz, Sinking of the Lucitania
- **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** – Over 3,000 pair of Free disposable solar eclipse eye glasses were distributed so far for safe eclipse viewing during the upcoming 2024 eclipse.
- **Seed Library** – 438 seed packets distributed in February.
- **AARP Tax Packets** – are available for seniors again this year.

V. Public Comment -

VI. Liaison Comment – Bob mentioned that the Town Meeting on Wed.

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 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.
 - 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.
 - On March 4, 2024 Town Engineer Tim Lavocat was in the library with an outside Engineer from Rochester for the investigative phase for the new HVAC system. Tim will advise Monica when he has the scope and cost proposal for this initial phase, so that She can prepare and submit the NYS Library Construction Aid Grant application.
- **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 Department.
 - **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

- **Resignation** – Stacy Jafarjian
- **Eclipse Day** – April 8 2024 *Motion to close the library for the day. Motion: J. Zinni 2nd: Dawn Olczak Unanimous*
- **Procurement Policy Review** – *Motion was made to re-approve policy. Motion: M. Arno 2nd Dawn Olczak Unanimous*
- **Fundraising Suggestion** - Joe Zinni described how corporate sponsorship for a Mini Golf event was something he had participated in and had potential to raise money. Monica researched the costs and options offered by various suppliers of the golf mini-holes. Rental costs and shipping/return fees are quite expensive. Discussion followed.

IX. Next Meeting

The next Trustee meeting is scheduled for April 22 at 4:30. The public is welcome to attend.

X. Adjournment

The meeting was adjourned at 6:02 PM. *Motion to adjourn. Motion:: J. Zinni 2nd: M. Arno Unanimous*
