

Clarence Public Library Board of Trustees Minutes

November 27, 2023 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; Trustee Stacey Jafarjian; Trustee Sue Powers; Director Monica Mooney

Excused: Treasurer Marjorie Ebersole; Liaison Town Board Councilman Dan Michnik

I. Approval of Minutes from October, 2023

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

II. Approval of Claims

The board reviewed checks written in November 2023 from the County checking account and late October and November 2023 from the Trustees checking account.

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: 28c – 32c. *Motion: J. Zinni 2nd: S. Powers Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 62t-69t. *Motion: D. Olczak 2nd: S. Powers Unanimous.*

III. President's Report

- **ACT** – At the ACT training workshop, there was a comprehensive discussion about the value, purpose and activities of the various library Friends groups. Judy passed out a handout received at the ACT training. 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. A further meeting of this Subcommittee with John Spears is expected in January to determine next steps. It is hoped that an updated contract template will be available for use in 2025.

- **Friends** – The Friends had a very successful book sale the last week of October. Some of the proceeds will be used to purchase a “Cozy Book Nook” for the Children’s Reading area. The next book sale is scheduled for May 1-4, 2024.
- **Trustee Handbook Book Club** – All previous ZOOM sessions are recorded and are available for individual online viewing. Sue provided everyone with contact information via email. A session about Financing and Managing Building and Construction Projects was held December 19, 2023 from 5:00-6:30 p.m. Attendees at these events can earn credits toward meeting the NYS annual trustee training requirements.

IV. Director's Report

- **Circulation** - The Clarence Public Library (CPL) was ranked 7th for circulation in October 2023 and 5th in September, 2022.
- **Library Visits** - The CPL had 7,334 library visits in October, 2023 and 5,923 library visits in October, 2022. A 24 % increase.
- **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

- **New computers** - Central Library's Network Support replaced all of our public access computers, self-checks and networked printer on November 21
- **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 October 14, 2023 solar eclipse and the upcoming April 8, 2024 eclipse.
- **Seed Library** – Monica secured addition seeds from *Baker Creek Heirloom Seeds* and several other seed companies. The Garden Friends of Clarence are volunteering to put seed packets together as well as donating native seeds.
- **Red Cross Blood Drive** – Drive is scheduled for November 28 from 1 - 6 pm
- **Staff and Volunteer Appreciation “Coffee & Cookies”** – gathering to be held on December 7th from 1 -3 pm.

V. **Public Comment** – none

VI. **Liaison Comment** – none

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. 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 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 HVAC System.
- **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. Notifications of Awards in November, 2023.
- **Carpet Cleaning** – cleaning will be re-scheduled as soon as convenient.

VIII. New Business

- **Transfer Funds – Resolution** to transfer \$10,000 from the Clarence Library Savings Account to the Clarence Library Trustee checking Account in order to replenish funds for the upcoming fiscal year. The money is part of the Ginny Close bequest, received in 2019 and is NOT part of the operating funds.
- **Goal Setting for 2024** – Review of the CPL Long Range Plan will take place in the first quarter of 2024.

IX. Next Meeting

The next meeting is January 22, 2023 at 4:30 p.m. The public is welcome to attend

X. Adjournment

The meeting was adjourned at 6:03 PM. *Motion to adjourn. Motion: M. Arno 2nd: D. Olczak Unanimous.*

Submitted by M. Arno, 11/28/2023