

# Clarence Public Library Board of Trustees Minutes

October 23, 2023 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; Treasurer, Marjorie Ebersole; Secretary Marlene Arno; Trustee Dawn Olczak; Trustee Stacey Jafarjian; Director Monica Mooney; Town Board Councilman Dan Michnik

Excused: Trustee Sue Powers

### I. Approval of Minutes from September, 2023

The minutes were approved. *Motion: J. Zinni 2<sup>nd</sup> S. Jafarjian Unanimous.*

### II. Approval of Claims

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

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: 26c-27c. *Motion: J. Zinni 2<sup>nd</sup>: D. Olczak Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 57t-61t. *Motion: S. Jafarjian 2<sup>nd</sup>: M. Arno Unanimous.*

### III. President's Report

- **ACT** – An ACT Workshop will be held on November 18, 2023 at Merriweather Library. The workshop agenda will be available at the Registration Table. 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 has been provided to the Central Library with recommendations. It is hoped that an updated contract template will be available for use in 2025.
- **Friends** – The Annual Fall Book Sale, open to the public, will run October 25 to October 28, 2023.
- **Trustee 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 is scheduled for December 19, 2023 from 5:00-6:30 p.m.

### IV. Director's Report

- **Circulation** - The Clarence Public Library (CPL) was ranked 7<sup>th</sup> for circulation in September, 2023 and in September, 2022.
- **Library Visits** - The CPL had 5,521 library visits in September, 2023 and 5,190 library visits in September, 2022.

- **Program Highlights** - Exciting programs were offered with activities for all age groups. Several Authors, Burt Freiman (**The Darker Shades of Night**) and Karen Wielenski presented in September-October as will Bob Poczick and Bren Price (Buffalo Presidential Center)
- **STEM & Memory Kits** – These are visible near the circulation desk. This effort has increased patron inquiries and kit circulation. The Daniel C. and Beatrice M. Fisher Fund grant close out paperwork for 2022 was submitted.
- **COVID Test Kits** – Free take home tests were 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** – The seed library is temporarily closed while Garden Friends are packaging seeds for next season.
- **Collections Crew Team visit** - On September 22 the team visited the CPL and provided a series of recommendations which staff are working diligently to put in place. Staff will be doing some aggressive weeding and new displays of interest will appear over the next few months.. The Crew was impressed and moved by the Flight 3407 Memorial.

V. **Public Comment** – none

VI. **Liaison Comment** –

- **Pledge** - Dan suggested adding the Pledge of Allegiance to the start of all meetings. Discussion followed. Currently the board meets between other scheduled activities and scheduled meetings for a very limited time. Lack of time causes the moving of unfinished agenda items to the next meeting. Completing board responsibilities in a timely manner makes adding this suggestion to the agenda at this time problematic. This suggestion will be reconsidered at a later date should the current limited meeting time change.
- **Library Budget** -Town Budget is under construction. Town management is working to meet the November 7, 2023 deadline.

VI. **Unfinished Business**

- **Board Self-Evaluation** – Survey results were shared and discussed. Efforts to improve will continue.
- **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 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.

- **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** – The ‘new’ carpet is almost a year old already and needing an annual cleaning. The original cleaning was delayed from October 9, 2023 to evaluate if the snags were a warranty issue or normal wear. Snags were considered normal wear and cleaning will be re-scheduled as soon as convenient.

## **VII. New Business**

- **2024 Holidays/Closed Dates** – Essentially follows the B&ECPL schedule. *Motion to pass the calendared schedule presented by Director M. Mooney. Motion: M. Ebersole. 2<sup>nd</sup>: D. Olczak Unanimous*
- **AED Distribution from Central (B&ECPL)** – *Motion to accept gift of AED. Motion: S Jafarjian 2<sup>nd</sup>: D. Olczak Unanimous*
- **Investment Policy Review** – *Motion to change “Bank of Akron” to “Bank on Buffalo” in section VII. Designation of Depositaries. Motion: D Olczak 2<sup>nd</sup>: M. Ebersole Unanimous*

## **VIII. Next Meeting**

The next meeting is November 27, 2023 at 4:30 p.m. The public is welcome to attend

## **IX. Adjournment**

The meeting was adjourned at 5:48 PM. *Motion to adjourn. Motion::M. Ebersole. 2<sup>nd</sup>: M. Arno Unanimous.*

*Submitted by M. Arno, 10/30/2023*