

Clarence Public Library Board of Trustees Minutes

September 25, 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 Sue Powers; Trustee Dawn Olczak; Trustee Stacey Jafarjian; Director Monica Mooney; Town Board Councilman Dan Michnik

I. Approval of Minutes from June 26, 2023

The minutes were approved. *Motion: M. Ebersole 2nd S. Powers Unanimous.*

II. Approval of Claims

The board reviewed checks written in July, August and September 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: 19c-25c. *Motion: S Powers 2nd: J. Zinni Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 48t-56t. *Motion: J. Zinni 2nd: M. Arno Unanimous.*

III. President's Report

- **ACT** – No Systemwide General meetings or updates were held during June, July, August or September. There is an active subcommittee working on updating the ACT Library Annual Contract. Marlene is on that working group and provided a brief update to the Board. The subcommittee continues to meet as a group monthly.
- **Friends** – A very successful Basket Raffle, open to the visiting public, was conducted from 6/27/23 thru 7/31/23; drawing on August 1, 2023. The Bike (1 blue and 1 purple) and Wagon raffle, open to youth book readers, ran from 6/27/23 thru 8/14/23. Youth read 5 books to earn free raffle tickets. The Annual Fall Book Sale, also open to the public, will run October 25 to October 28, 2023.
- **Trustee Book Club** – A ZOOM session was scheduled for June 20th and the topic was Budgets and Fiscal Planning. Sue and Marlene participated: Sue by Zoom and Marlene by reviewing the recorded session later. Sue reported that most of the information was about the system level budget preparation process. All previous sessions are recorded and are available for individual online viewing. Sue provided everyone with contact information via email.

IV. Director's Report

- **Circulation/Patron Visits** - The Clarence Public Library (CPL) was ranked 7th for circulation and 10th for patron visits in June 2023. CPL was ranked 7th for circulation and 8th for patron visits in June 2022. The CPL was ranked 8th for circulation and 11th for patron visits in July 2023. The CPL was ranked 6th in circulation and 8th for library visits in July 2022. The CPL was ranked 8th for circulation and 11th for patron visits in August 2023. The CPL was ranked 6th in circulation and 9th for library visits in August 2022.

- **Library Visits** - The CPL had 7,088 library visits in July, 2023 and 7,501 library visits in August 2023 on the new carpets (one year old now). Between January-August 2023 51,471 library visits were documented.
- **Program Highlights** - An exciting and substantial Summer program was offered with hundreds of activities for all age groups. Several Authors, Burt Freiman and Karen Wielenski will be presenting in September as will Bob Poczik 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 proposal for \$2,000 has been submitted to fund additional kits for non-native English speakers and to support ENL initiatives. Awards will be announced in November, 2023. There is a major effort being made by the CPL to promote the kits in local memory care facilities and senior homes
- **Emergency Care Kits** – were provided by Erie County and distributed by the B&ECL system.
- **Page position vacancy** – Meredith Baron joined the CPL staff on September 11, 2023
- **The Erie County Dept of Senior Services/University Express (UE)**– The CPL hosted the UE Book Club September meeting from the CPL simultaneously for in person participation and via ZOOM. Meetings will be monthly and rotate to different libraries.

V. **Public Comment** – none

VI. **Liaison Comment** - none

VI. **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 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 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.
- **Grant Proposal – Danial 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.**
***Motion was made to give Monica Mooney, the director, the authority to begin any appropriate grant process without immediate board approval, as new opportunities occur and follow up with proposals for the CPL board review at the next BOT meeting . Joe Zinni, 2nd Stacy Jafarjian unanimous.*
- **Board Self Evaluation Forms** – Every CPL board member completed the form. The results will be prepared by the subcommittee and presented and discussed at the October meeting. Sue advised that the Trustee Handbook pp 46-49 discussed Self-Evaluation.
- **Carpet Cleaning** – The ‘new’ carpet is almost a year old already and needing an annual cleaning. The cleaning will take place on Columbus Day/Indigenous Peoples Day, October 9, 2023 when the library is closed for the holiday.

A motion was made to approve the lowest bid for carpet cleaning to Dennis Kane Cleaner Carpets for \$1800.00: Motion: S. Powers 2nd: D. Olczak Unanimous

VII. New Business

- **Donation** - \$500 – In Memory of Eliabeth Whitchurch, former Director of Clarence Public Library

VIII. Next Meeting

The next meeting is Oct 23, 2023 at 4:30 p.m. The public is welcome to attend.

IX. Adjournment

The meeting was adjourned at 5:38 PM. *Motion: M. Ebersole. 2nd: S. Powers Unanimous.*
Submitted by M. Arno, 9/26/30/2023