

## Clarence Public Library Board of Trustees Minutes

June 26, 2023 4:30 PM

**Final**

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; Stacey Jafarjian; Director Monica Mooney; Town Board Councilman Dan Michnik

Guest: Alan Bedenko

### I. Approval of Minutes from May 22, 2023

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

### II. Approval of Claims

The board reviewed checks written in May and June 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: 15c-18c. *Motion: S Powers 2<sup>nd</sup>:M. Arno Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 29t-47t. *Motion: S. Powers 2<sup>nd</sup>: M. Arno Unanimous.*

### III. President's Report

- **ACT** – No Report. Systemwide General meetings usually occur in January and March.
- **Friends** – A Basket Raffle, open to the visiting public, will be conducted from 6/27/23 thru 7/31/23; drawing on August 1, 2023. The Bike and Wagon raffle, open to youth book readers, will run from 6/27/23 thru 8/14/23. Youth read 5 books to earn free raffle tickets.
- **Trustee Book Club** – The ZOOM session was scheduled for June 20<sup>th</sup> and the topic was Budgets and Fiscal Planning. Most of the information was on the system level preparation. All previous sessions are recorded and those previous sessions are available for online viewing. Sue will provide everyone with contact information via email.

### IV. Director's Report

- **Circulation/Patron Visits** - The Clarence Public Library (CPL) was ranked 7<sup>th</sup> for circulation and 10<sup>th</sup> for patron visits in May 2023. CPL was ranked 13<sup>th</sup> for circulation and 13<sup>th</sup> for patron visits in May 2022.
- **Library Visits** - The CPL had 5,713 library visits in May, 2023 on the new carpets (almost one year old now)
- **Computer Uses** – Computer usage in May 2023 substantially increased over prior year May usage. Up 204.9 %
- **Program Highlights** - An exciting and substantial Summer program has been planned. Pick up complete info on the website or handouts at the library.
- **STEM & Memory Kits** – These are more visible in front of the library nearer to the circulation desk. This effort has increased circulation. The monetary gift of the Daniel C. and Beatrice M. Fisher Fund added to the 24 kits.
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- **Empire Pass** – An individual/family can secure the pass for a 7 day period.
- **2 Page position vacancies** – New pages are Patricia Vaughan started 5/23 and Tessa Davidson starting 6/20

**V. Public Comment –**

**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.
- **Flight 3407 Kiosk in Library** – The technical issues have been fixed by a technician hired by the Flight 3407 committee. A new feature is that the screen goes to sleep but can be awoken with a firm tap.
- **Procurement Policy** – Policy review is on the schedule.
- **Sample Board Self Evaluation Forms** – Paper copies of these samples were made available for Board Member personal review. Further discussion to follow.
- **Carpet Cleaning** – The ‘new’ carpet is almost a year old already and needing an annual cleaning. A motion was made to approve the lowest bid for carpet cleaning to Dennis Kane Cleaner Carpets for \$1800.00: *Motion: S. Powers 2<sup>nd</sup>: D. Olczak Unanimous*

**VII. New Business**

- **Approval of the 2023 Contract and Resolution** - A motion was made to approve the annual contract and 2023 resolution. *Motion: M. Arno 2<sup>nd</sup> S. Powers Unanimous*

**VIII. Next Meeting**

The next meeting is Sept 25 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. 2<sup>nd</sup>: S. Powers Unanimous.*  
*Submitted by M. Arno, 6/28/2023*