

## Clarence Public Library Board of Trustees Minutes

May 22, 2023 4:30 PM

**Final**

Roll Call: The meeting was called to order at 4:40 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; Director Monica Mooney; Town Board Councilman Dan Michnik

Excused: Trustee Stacey Jafarjian

### I. Approval of Minutes from April 24, 2023

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

### II. Approval of Claims

The board reviewed checks written in April and May 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: 12c-14c. *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: 30t-38t. *Motion: j. Zinni, 2<sup>nd</sup>: S. Powers Unanimous.*

### III. President's Report

- **ACT** – The Annual Trustee Workshop was provided for ACT Members on 5-20-23 at the Central Library, B&ECPL Attendees from the Clarence Public Library included Judy, Marge and Marlene. All information presented is available on the ACT Website. A brief summation was shared with the board members.
- **Friends** – The Spring Book sale was held April 26-29 2023. The event continues to be a success due to the quality of the books and materials available. The efforts of the many volunteers and Friends is appreciated.
- **Trustee Book Club** – The next ZOOM session is scheduled for June 20<sup>th</sup> and the topic is Budgets and Fiscal Planning. All previous sessions are recorded and those previous sessions are available for online viewing.

### IV. Director's Report

- **Circulation/Patron Visits** - The Clarence Public Library (CPL) was ranked 8<sup>th</sup> for circulation and 11<sup>th</sup> for patron visits in April 2023. CPL was ranked 10<sup>th</sup> for circulation and 11<sup>th</sup> for patron visits in April 2022.
- **Library Visits** - The CPL had 6,496 library visits in April, 2023 on the new carpets (almost one year old now)
- **Computer Uses** – Computer uses in April 2023 more than doubles prior year April. Up 53.4%
- **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 have been reorganized and displayed nearer to the circulation desk. This effort has increased circulation.

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- **Children’s Reading Garden** – Gardens have been weeded, new flower boxes ordered and other improvements are taking place.
- **Clarence Clothing Closet** – For the Summer the CPL will act as a “Collection Site” for new/slightly used clean children’s clothing. The Rack for distributing the clothes will return in the Fall. This collaborative Clarence High School project has received quite a bit of media publicity recently.
- **2 Page position vacancies** – Recent resignations have made 2 vacant positions. Monica will handle replacement of staff process.

V. **Public Comment** – Discussion took place about the current proposal being reviewed by the Town of Clarence to Contract for a single waste/garbage service provider. The Board agreed that we would look to our liaison, Town Board Councilman Dan Michnik to keep us abreast of developments.

#### 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.
- **Flight 3407 Kiosk in Library** – Some of the technical issues have been fixed.
- **Carpet Cleaning** – carpeting is now a year old and will need to be cleaned. Bids are being requested.

#### VII. **New Business**

- **Procurement Policy** – tabled to a future meeting
- **Approval of 2022 State Report** – Non-financials submitted end of February and Financials end of March - *Resolution approved. B&ECPL Contract* will be reviewed and will need to be approved in June.
- **Follow-up from Trustee Book Club Board/Director Relationship discussion** - Vice President Joe Zinni will lead this review and discussion at a future meeting. Joe has provided some digital samples to trustees for their personal review.

#### VIII. **Next Meeting**

The next meeting is June 26 2023 at 4:30 p.m. The public is welcome to attend.

#### IX. **Adjournment**

The meeting was adjourned at 5:55 PM. *Motion: M. Ebersole. 2<sup>nd</sup>: J. Zinni. Unanimous.*

*Submitted by M. Arno, 5/28/2023*