

Clarence Public Library Board of Trustees Meeting Minutes
January 25, 2021, 7:00 pm via ZOOM
Final

I. Approval of Minutes from December 21, 2020

Motion: M. Arno. 2nd: M. Ebersole. Unanimous.

II. Roll Call/President's Report

President Judy Hilburger; Secretary Joseph Zinni; Treasurer Marjorie Ebersole; Trustee Marlene Arno; Trustee Stacey Jafarjian; Trustee Sue Powers; Trustee Dawn Olczak; Director Monica Mooney

- **Friends** – They are still not meeting and donations are still prohibited due to the Orange Zone designation.
- **Introduction of new Trustees** – Sue Powers and Dawn Olczak are our two new Trustees.
- **ACT** – There has been no information provided by them since the December 2020 meeting.
- Chris Greene is no longer the Town Board Liaison. Town Supervisor Patrick Casilio will be the interim liaison until a permanent liaison is appointed.

III. Approval of Claims

The board reviewed checks written in December 2020 and January 2021 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: 43c-46c *Motion: J. Zinni. 2nd: M. Arno. Unanimous. 1c-3c Motion: S. Jafarjian. 2nd: D. Olczak. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 41t-46t *Motion: M. Arno. 2nd: S. Powers. Unanimous. 1t Motion: M. Arno. 2nd: S Jafarjian. Unanimous.*

IV. Director's Report

- There have been a lot of savings, especially in payroll due to the shutdown in 2020. Ken Stone provided the library with the 2020 contract extension through July 31, 2021. Included was the budget schedule for this year, which includes the minimum wage increase.
- The circulation and patron visit statistics continue to be down, but Clarence ranked 5th in circulation and 7th in visits in November.

- The air purifiers were set up on November 25th. The Red Cross blood drive from December 28th was a success and it raised \$250 for the Clarence High School scholarship. Monica is scheduling another blood drive for March.
- The Clarence and Central libraries were given books by former Clarence resident Pam Mackinnon. The books are written by African American playwrights and the hope is that these books empower the next generation of artistry.
- Our library will not be utilized for the annual tax service. Our meeting room is too small to comply with the COVID-19 mandates. The library will receive tax forms in mid-February.

V. Public Comment

None

VI. Unfinished Business

- **Telecommuting Policy** – Monica has created this policy for our library. Monica modeled it off of the Central library’s policy but has tailored it to our library. The board approved the Telecommuting Policy.
Motion: M. Ebersole. 2nd: S. Jafarjian. Unanimous.

VII. New Business

- **Open Meetings Law** – Our library did not previously create a policy for open meetings since we were abiding by the law. However, it was recommended that all libraries create a policy. The board approved the Open Meetings policy.
Motion: S. Powers. 2nd: D. Olczak. Unanimous
- **Schedule of Policy Reviews** – Monica has not completed the review of policies that the board will need to review this year. This should be completed soon and will be discussed at the next meeting.
- **NYS Public Health Emergencies Operations Plan** – This plan was created by the governor in response to COVID-19. Part of the plan outlines who is an essential employee and needs to work at the library to perform their job duties and who is a non-essential employee and does not need to work at the library to perform their job duties. Monica provided this to the two unions that the employees have for review. The board will be provided a copy for review and this should be discussed in the March meeting.

VIII. Next Meeting

The next meeting is scheduled for Monday, February 22, 2021 at 7:00 PM. The public is welcomed to attend.

IX. Adjournment

The meeting was adjourned at 8:20 PM. *Motion: M. Ebersole. 2nd: D. Olczak. Unanimous.*

Submitted by J. Zinni