

**Clarence Public Library Board of Trustees Meeting Minutes**  
**April 26, 2021, 7:00 pm**

Roll Call: The meeting was called to order at 7:03 PM by Judy.

Present: President Judy Hilburger; Secretary Joseph Zinni; Treasurer Marjorie Ebersole; Trustee Marlene Arno; Trustee Stacey Jafarjian; Trustee Sue Powers; Trustee Dawn Olczak; Director Monica Mooney; Town Board Liaison Paul Scherer.

I. Approval of Minutes from March 22, 2021

The minutes were approved with no changes.

*Motion: M. Arno. 2<sup>nd</sup>. D. Olczak. Unanimous.*

II. President's Report

- The Friends are planning to open the bookstore on May 3<sup>rd</sup>. This comes after the success they have had selling books inside of the library. The store will have limited hours depending on the number of volunteers they will have and when the volunteers will be available.
- ACT has a Zoom meeting on May 1<sup>st</sup>. Judy was advised by ACT that they are seeking a Vice President for their board. Also, they plan on honoring Mary Jean Jakubowski as she announced her retirement recently. The Board and Monica are tasked with providing photos of Mary Jean at the Clarence Library and taking a photo of the Board and Monica in front of the library for a scrap book that they are putting together for her. The Board will send her a gift as we get closer to her retirement in June.

III. Approval of Claims

The board reviewed checks written in March and April 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: 13c-17c. *Motion: S. Jafarjian. 2<sup>nd</sup>: J. Zinni. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 7t-9t. *Motion: J. Zinni. 2<sup>nd</sup>: S. Powers. Unanimous.*

*Motion: S. Jafarjian. 2<sup>nd</sup>: D. Olczak. Unanimous.*

IV. Director's Report

- The library was 6<sup>th</sup> in circulation and 8<sup>th</sup> in patron visits for the month of March.
- Kevin Gallivan will present *William Shakespeare – Shakespeare Revealed* via ZOOM on April 27<sup>th</sup>.
- The Town has agreed for the library to use the pavilion for summer programs at no additional cost this summer.
- The Friends have donated money for seed packets as part of the garden craft program. Each participant will receive a seed packet to take home and grow at their house.
- Monica spoke with Thomas Pause from AARP Clarence Tax and they discussed plans to bring back the Tax Program to the library in 2022. This would be by appointment only for senior citizens.
- There is a Program Equipment & Facility Improvement Initiative where the Central Library has \$500,000 that is available to help libraries pay for some improvements to their buildings. Prior to the pandemic the Board and Monica discussed plans to replace the carpeting in the library. This project would fall under this initiative and the library/Town would only be responsible for 25% of the total cost if they were awarded this grant. The Central Library would pay for 75% of the total cost. We have a limited time frame to obtain quotes, present the quotes to the Town Board and to submit our request to the Central Library by June 18<sup>th</sup>. Paul made it very clear that since the Town Board meets once every two weeks we will need concise numbers when Monica presents this to the Town Board. A sub-committee was created to help expedite the quote process. Joe, Judy, Marlene and Monica are on the sub-committee and will be responsible for obtaining quotes.

V. Liaison's Comment – N/A

VI. Public Comment – N/A

VII. Unfinished Business – N/A

VIII. New Business

- **Approval of 2020 State Report** – The board unanimously voted to approve the state report.
- **Approval of Annual Update Document/Comptroller's Report** - The board unanimously approved the Comptroller's report. *Motion: M. Arno. 2<sup>nd</sup>: D. Olczak. Unanimous.*
- **Distribution Policy** – This will be in addition to the Bulletin Board Policy. The board unanimously approved the Distribution Policy. *Motion: S. Powers. 2<sup>nd</sup>: S. Jafarjian. Unanimous*
- **Freedom of Information Policy** – The library is required to have a FOIL policy as part of the new minimum standards. The Board designated Monica

to be the Records Access Officer. The Board also designated the Library Board President as the Appeals Officer. At the current time Judy would be the Appeals Officer. Monica will be making a few corrections to the draft, as well as completing an appeals and request application needed for this policy. The Board will vote on this policy and the applications at the May meeting.

**IX.** Next Meeting

The next meeting is Monday, May 24, 2021 at 7:00 PM. The public is welcome to attend.

**X.** Adjournment

The meeting was adjourned at 8:40 PM.

*Motion: M. Ebersole. 2<sup>nd</sup>: J. Zinni. Unanimous.*

*Submitted by J. Zinni*