

Clarence Public Library Board of Trustees Special Meeting Minutes
August 23, 2021 6:00 PM
Final Draft

Roll Call: The meeting was called to order at 6:10 PM by Judy.

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

I. Approval of Minutes from June 28, 2021

The minutes were approved with no changes.

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

II. Approval of Claims

The board reviewed checks written in July 2021 from the County checking account and from July 2021 from the Trustees checking account.

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: 27c-29c. *Motion: M. Arno. 2nd: S. Jafarjian. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 21t-27t. *Motion: J. Zinni. 2nd: S. Powers. Unanimous.*

III. New Business – EFII Equipment & Facility Improvements Initiative

- CPL was awarded \$112,500 for the new carpet. 90% of the grant was already received and the final 10% of the grant will be received after the completion of the project.
- Paul provided guidance regarding the bid process, removing and packaging the books and discarding of items that are no longer being used:
 - The bid will need to include the color, design and manufacturer. The winning bid does not need to include the exact specifications that we will request. The winning bid may have an equal type of carpet that we will have to accept. Also, CPL does not need to accept the lowest bid; the lowest responsible bid is allowed. This will depend upon the specifications listed in each bid.
 - If CPL will use employees to remove the books from the shelves, the parks and highway employees will be available to help, subject to the

weather conditions. They will be available from 7:00 AM-3:30 PM Monday through Friday.

- It is uncertain as to how the books will be stored at this time. Monica mentioned that Clearfield Library used garbage bags for the books and then stored them in storage pods when they had new a carpet installed. Paul and the Board suggested that we obtain boxes of similar design and dimensions for moving the books. Monica and the Board will look for box options before the next meeting.
- Paul also suggested that CPL have a person in charge of the logistics for removing the books. Monica will not have time to oversee this and she suggested that we hire a consultant to assist with the removal and packing of the books. She will look into the cost of the consultant and report back to the Board in next month's meeting.
- Paul suggested that CPL borrow a dumpster from the Town and discard items that are no longer used or needed. We can donate certain items, but the rest of the items should be discarded before the project begins.
- Monica suggested that we stop accepting donations prior to the November book sale in order to save room for the carpet project. The suggested cut-off date is October 25th.
- Monica provided the Board with two websites to review carpet samples; Shaw and Milliken. The Board also reviewed samples that were on hand from Milliken. Each trustee will provide Monica with a list of suggested colors and designs from the Attitudes and Archipelgo collections on Milliken's website by September 1st.
- It is expected that the bid will be ready to be released in November 2021.

IV. Next Meeting

The next meeting is Monday, September 27, 2021 at 7:00 PM. The public is welcome to attend.

V. Adjournment

The meeting was adjourned at 7:55 PM.

Motion: M. Ebersole. 2nd: J. Zinni. Unanimous.

Submitted by J. Zinni