

Clarence Public Library Board of Trustees Meeting Minutes
February 22, 2021, 7:00 pm
Final

I. 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.

- The Friends are still not meeting and there is nothing new to report.
- ACT has not provided new information and there is nothing new to report.

II. Approval of Minutes from January 25, 2021

The minutes were approved with no changes.

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

III. Approval of Claims

The board reviewed checks written in February 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: 4c-5c. *Motion: J. Zinni. 2nd: S. Powers. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 2t. *Motion: S. Powers. 2nd: D. Olczak. Unanimous.*

- Monica advised the board that \$8,261.97 will need to be transferred from the savings account to the County checking account. \$3,261.97 will be paid for the Return to System amount owed and \$5,000.00 will be used as a buffer for the checking account.

Motion: S. Jafarjian. 2nd: D. Olczak. Unanimous.

- Marge will not be available for the month of March to review and approve expenditures. Stacey volunteered to fill in for Marge during this time.

IV. Director's Report

- There will be a surplus due to COVID-19 for the salary budget and for the "System Paid" budget.
- The library ranked 5th in circulation and 10th in patron visits for January.
- Monica attended a virtual library advocacy meeting with State Assemblyman Michael Norris on January 29th. The meeting was held to discuss funding for libraries and to discuss the essential role libraries have played during the pandemic.

- Monica is still waiting on the president of the Clerical-Maintenance Union to see if any changes need to be made to the Public Health Emergency Operations Plan before she presents it to the board.
- The library has been receiving a lot of donations from patrons. This includes books and magazines.
- Monica has scheduled the next Red Cross blood drive for March 1st from 2-6 PM. Some of the proceeds will go to a scholarship at Clarence High School.
- Bob Poczik will present a lecture on Zoom regarding Edmund Morris' Thomas Edison biography. This is presented by the Clarence Book Review and you must register to join the lecture.

V. Public Comment – N/A

VI. Unfinished Business

- **Schedule of policy reviews** - In September 2021 the board will be asked to develop a new long-range plan. It was discussed that the board should begin thinking about what should be included in the plan and how to involve the community. Also, the library needs to develop its own disaster relief plan by the end of the year. Monica asked Paul if she could review the Town's plan so she can formulate a rough draft by June 2021. Paul will provide Monica with the contact information for the person in charge of the Town's plan.
- **Minimum Standards for Public Libraries** – The board reviewed the new minimum standards, along with a schedule of when the board will be required to review the policies.

VII. New Business

- **Resolution 2021-1 – Amendments to B&ECPL Employee Handbook and Personnel Policies and Procedures Manual** - The board unanimously adopted Resolution 2021-1.
- **Review of Bylaws of the Clarence Public Library** – Judy suggested that we amend a section under Article 2 – Officers and Duties. Under the 7th bullet point, the president is required to appoint trustees to several committees. However, this board only has 7 trustees and Judy would like to appoint trustees to committees only as needed. The suggested change to this section is listed below:
- The President shall appoint the following committees **as needed**:
 - Long Range Planning
 - Bylaws
 - Personnel
 - Policies
 - Governance Committee, including a compliance officer to oversee Whistleblower policy

- Buildings and Grounds
- As Hoc, as appointed

A motion was made to have the board review the suggested amendment and to vote on it at the next meeting.

Motion: S. Powers. 2nd: D. Olczak. Unanimous.

VIII. Next Meeting

The next meeting is Monday, March 22, 2021 at 7:00 PM. The public is welcome to attend.

IX. Adjournment

The meeting was adjourned at 8:26 PM.

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

Submitted by J. Zinni