

Clarence Public Library Board of Trustees Minutes
February 28, 2022
Final

Roll Call: The meeting was called to order at 7:10 PM by Judy.

Present: President Judy Hilburger; Secretary Joseph Zinni; Treasurer Marjorie Ebersole; Trustee Stacey Jafarjian; Trustee Dawn Olczak; Trustee Sue Powers Director Monica Mooney; Town Board Councilman Paul Shear; Town Board Councilman Dan Michnik

Excused: Trustee Marlene Arno

I. Approval of Minutes from January 24, 2022

The minutes were approved with no changes.

Motion: M. Ebersole. 2nd: D. Olczak. Unanimous.

II. Approval of Claims

The board reviewed checks written in January and February 2022 from the County checking account and in January and February 2022 from the Trustees checking account.

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: 6c-8c. *Motion: J. Zinni. 2nd: D. Olczak. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 4t-7t. *Motion: S. Powers. 2nd: S. Jafarjian. Unanimous.*

The board reviewed a request from Monica to transfer \$12,345.22 from the CPL savings account to the CPL checking account to cover the anticipated costs for the remainder of the year. Also, \$4,345.22 will need to be paid out of that amount to the B&ECPL system to cover the “Return to System” amount that is due to reimburse the system for expenses incurred on behalf of CPL.

- A motion was made to approve the transfer of \$12,345.22 from the CPL savings account to the CPL checking account. *Motion: S. Powers. 2nd: S. Jafarjian. Unanimous.*

III. President’s Report

- ACT – There are no new updates for ACT.
- Friends - The Friends met in person for the first time in over a year tonight. They are planning a Fall 2022 book sale after the carpet project has been

completed. Also, they are sponsoring Clifford the Big Red Dog at the 2022 Bark in the Park event that will be held at the Main Street Park on May 28th.

- Judy asked Paul and Dan if the Town would reimburse a portion of the cost to replace damaged shelving in the work area. Monica received a quote for approximately \$11,000 to build out new shelves and the Friends deemed that too expensive to cover the costs themselves. The intent for the Friends is to spend their money on programs or items that the patrons of the library can use. Paul and Dan have asked Monica to obtain specific information regarding the quoted premium (i.e. type of wood, length, stained or unstained) before this is presented to the Town Board.

IV. Director's Report

- CPL was ranked 7th in circulation and patron visits in January.
- CPL gave away KN-95 masks and approximately 900 COVID test kits month. They have also been providing patrons with tax booklets. AARP Tax Aide has asked Monica if they could come on premises next year, but she will not provide a definite answer at this time due to the pandemic.
- The Garden Friends of Clarence donated \$750 on behalf of the Dorothy Schueler Memorial to be spent mainly on children's materials or books for the gardening collection.
- Additional materials were purchased for the STEM Kits and the Library of Things.

V. Public Comment

- Paul advised the Board that the low bidder packet was reviewed and approved by the Town Board. The purchase order was signed on February 25th and the contractor is trying to determine when we can expect the delivery of the carpet. Once that is known, the contractor will contact Monica to have a pre-construction meeting.

VI. Unfinished Business

- **Long Range Plan** – The board reviewed the final draft of the long range plan. A motion was made to adopt the plan with the changes that were made after January's meeting.
Motion: M. Ebersole. 2nd: S. Powers. Unanimous.

VII. New Business

- **Amendments to the B&ECPL Employee Handbook and Personnel Policies and Procedures Manual** – The Board reviewed the changes that were made to the handbook and manual regarding Union Membership, Sick

Leave and the Sexual Harassment Prevention policy. A motion was made to adopt the changes to the handbook and manual.

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

VIII. Next Meeting

The next meeting is Monday, March 28, 2022 at 7:00 PM. The public is welcome to attend.

IX. Adjournment

The meeting was adjourned at 8:00 PM. *Motion: M. Ebersole. 2nd: J. Zinni Unanimous.*

Submitted by J. Zinni