

**Clarence Public Library Board of Trustees Minutes**  
**October 25, 2021**  
**Final**

Roll Call: The meeting was called to order at 7:15 PM by Judy.

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

Excused: Trustee Stacey Jafarjian; Trustee Dawn Olczak

I. Approval of Minutes from September 27, 2021

The minutes were approved with two changes. The name of the color for the new carpet was added. Also, a typo was corrected in Tim Lavocat's name.

*Motion: M. Arno. 2<sup>nd</sup>: J. Hilburger. Unanimous.*

II. Approval of Claims

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

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: 36c-37c. *Motion: J. Zinni. 2<sup>nd</sup>: S. Powers.. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 34t-39t. *Motion: M. Arno. 2<sup>nd</sup>: S. Powers. Unanimous.*

III. President's Report

- ACT had a virtual meeting on October 2<sup>nd</sup> that was attended by Judy and Marlene. Several topics were discussed, including a new law requiring trustees to have at least two hours of training annually. An ACT meeting would qualify for the training requirement.
- The Friends will host a book sale from November 3<sup>rd</sup> to November 6<sup>th</sup>. Annual membership fees are only \$5.00 and there will be a large selection of books available for purchase. All items that are not sold will be donated to the Teacher's Desk, which is a non-profit organization aimed at helping teachers secure items for their classroom. This location is operated by John Mika and is located on North Hampton in Buffalo.
- A Friends Council meeting was attended by Judy. This council includes a representative from all of the Friends volunteer groups for all libraries within

the system. The council discussed how COVID-19 has affected their groups and libraries. Some groups are having a difficult time finding volunteers to help run their book sales.

IV. Director's Report

- CPL was ranked 7<sup>th</sup> in circulation in September. CPL was ranked 9<sup>th</sup> in September for patron visits.
- The Jeffers hosted a "Pumpkin Patch" program at the library on October 12<sup>th</sup>. Sarah held 6 story times since the last meeting. Also, several HOA's and book clubs are using the meeting room for their annual meeting.
- CPL and the WNY Chinese Club of Western New York held the ribbon cutting ceremony on October 16<sup>th</sup>. It was well attended and the media was there to report on the ceremony.
- Michael Hawley will host a program on October 26<sup>th</sup>; Sherlock Holmes vs. Jack the Ripper.
- CPL will be hosting the Family Support Center's Community Advisory Council on December 3<sup>rd</sup>. This meeting will continue the discussion Monica and Sarah had with them last month.

V. Liaison's Comments

- A dumpster has arrived and CPL is beginning to remove unwanted items to prepare for the carpet project. This will be on site for another 3 weeks.
- Information regarding the carpet project bid has been posted on the Town's webpage and letters have been sent out. An approximate deadline date to receive the bids is December.

VI. Public Comment – N/A

VII. Unfinished Business

- **Long Range Plan Discussion** – The Board and Monica brainstormed ideas on how to improve and amend the long range plan for 2022-2026. Marlene led the discussion through a SWOT analysis to determine the strengths, weaknesses, opportunities and threats for CPL. Each Trustee and Monica wrote down their opinions and Marlene will organize and discuss the information at the November meeting.

VIII. New Business

- **Open/Closed Dates for 2022** – The Board approved the holiday schedule for 2022. Along with the holidays that are required days off per the collective bargaining agreement, CPL will be closed on January 1<sup>st</sup> and the Saturday before Memorial Day, 4<sup>th</sup> of July and Labor Day. Also, CPL will be open from 10:00 AM-3:00 PM on December 31<sup>st</sup>.

*Motion: M. Ebersole. 2<sup>nd</sup>: S. Powers. Unanimous.*

IX. Next Meeting

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

X. Adjournment

The meeting was adjourned at 8:46 PM. *Motion: M. Ebersole. 2<sup>nd</sup>: J. Zinni. Unanimous.*

*Submitted by J. Zinni*