

Clarence Public Library Board of Trustees Minutes

September 26, 2022 7:15 PM

Roll Call: The meeting was called to order at 7:20 PM by Judy Hilburger.

Present: President Judy Hilburger; Secretary Joseph Zinni; Trustee Marlene Arno; Trustee Stacey Jafarjian; Trustee Dawn Olczak; Trustee Sue Powers; Director Monica Mooney; Town Board Councilman Dan Michnik

Excused: Treasurer Marjorie Ebersole

I. Approval of Minutes from June 27, 2022

The minutes were approved with no changes.

Motion: S. Powers. 2nd: M. Arno. Unanimous.

II. Approval of Claims

The board reviewed checks written in July, August and September 2022 from the County checking account and in July, August and September 2022 from the Trustees checking account.

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: 22c-29c. *Motion: S. Jafarjian.. 2nd: D. Olczak Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 36t-52t. *Motion: S. Powers. 2nd: M. Arno. Unanimous.*

III. President's Report

- **ACT** – ACT President Dick Erne passed away unexpectedly earlier this month. As a result, the September 24th ACT meeting was postponed and there has been no update given as to when the next meeting will be.
- **Friends** – The Friends held two successful fundraising events this past summer; a chicken BBQ dinner and basket raffle. Both events raised over \$1,000. Also, the Friends will host a book sale October 26-29.

IV. Director's Report

- CPL was ranked 7th, 6th and 6th in circulation for June, July and August. CPL was ranked 8th and 10th in patron visits for June and July. In August, the CPL was ranked 6th for circulation and 10th for patron count.
- The Friends purchased new lounge furniture, but there has been a delay with the delivery. Monica was told by the company that CPL should receive the furniture around mid-November. Also, the carpet project has not been concluded as the entry mats have not been installed. There have been a few delays with the contractor and the completion date is still unknown. CPL will pay the contractor once the project has been completed.
- The summer programs hosted by CPL were a success and they were well received by the community. The fall programs have begun. The Clarence Community Group is hosting two multi-series programs this fall at CPL. Starting on October 4th, the Exploring Culture series will begin. Starting on October 7th, the Grandparent Support Group will begin.
- CPL received two donations over the summer from Assemblyman Michael Norris and from Erie and Niagara Insurance Association. The total amount received is \$3,275.00 and the funds will be used for STEM kits, LIBRARY OF THINGS, and Early Literacy Kits. CPL also participated in Assemblyman Norris' Peanut Butter and Jelly Drive and were able to secure one and a half barrels of peanut butter and jelly.

V. Public Comment – N/A

VI. Unfinished Business

- **Disaster Plan/Emergency Procedures** – The Board suggested that Monica include verbiage regarding a First Aid kit and an AED machine that CPL has on premises. Clarence Center Fire Department will also be added to the points of contact section of the procedure. Also, a bullet point was missing from the Power Interruption section of the procedure and Monica had updated the procedure prior to the meeting.

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

VII. New Business

- **Rules of Conduct** – The Board unanimously approved changes to the Rules of Conduct, 4.0:

Forbidding photography or recording of library patrons without their permission.

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

- **Annual Report** - The Board unanimously approved the Annual report.

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

- **Opioid Overdose Program** - Monica and her staff will complete overdose training through the Department of Health. CPL was offered the opportunity to have Narcan on premises in the event of an overdose. Monica will report back to the Board at next month's meeting once she has more information.
- **Daniel C and Beatrice M Fisher Fund** - Monica applied for a \$2,700 grant to secure memory loss kits. With these funds, CPL would have 15 kits available to our community. The anticipated loan period would be 2 months.

The board voted unanimously to pass the resolution approving this grant.

VIII. Next Meeting

The next meeting is October 24th, 2022 at 7:15 PM. The public is welcome to attend.

IX. Adjournment

The meeting was adjourned at 9:01 PM. *Motion: M. Arno.. 2nd: J. Zinni. Unanimous.*

Submitted by J. Zinni