

Clarence Public Library Board of Trustees Meeting Agenda
Monday, April 27, 7:15 pm
Live Conference Call / GoTo Meeting Video Conference

I. Call to Order at 7:23 P.M. by President Judy Hilburger.

II. Roll Call:

Present: President Judy Hilburger; Vice President Michele Mogavero; Secretary Joseph Zinni; Treasurer Marjorie Ebersole; Trustee Marlene Arno; Trustee Anita Ballow; Trustee Joan Schultz; Library Director Monica Mooney; Town Board Liaison Christopher Greene

III. Approval of Minutes from March 30, 2020

The minutes from the March 30, 2020 meeting were approved with no changes. *Motion: M. Ebersole; 2nd A. Ballow. Unanimous*

IV. Claims Audit:

The board reviewed checks written for April 2020 from the County checking account and for March and April 2020 from the Trustees checking account.

A motion was made to approve the Abstract of Audited Vouchers for the County Checking Account: 12c – 15c. *Motion: M. Mogavero; 2nd J. Zinni. Unanimous*

A motion was made to approve the Abstract of Audited Vouchers for Trustee Checking Account: 19t – 20t. *Motion: J. Zinni; 2nd A. Ballow. Unanimous*

V. Approval of State Report

The board voted unanimously to approve the state report.

VI. Director's Report

- Circulation was down in March due to the COVID-19 pandemic.
- The library officially closed on March 16th, but Monica and her staff are offering virtual programs on a limited basis on Facebook, Instagram and Youtube.
- All programs and events that were scheduled for May have been canceled.
- The LED conversion project has been completed. However, there are 27 ballasts that were not compatible with the LED lightbulbs. These do not count towards the grant and there is no funding to replace all of them at this time by the Town. The Town will replace and pay for them as they fail. The replacement LED lightbulbs on hand and we will not need to purchase additional bulbs as a result of this. Also, the NYSEG rebate totaled \$8,538.23 and the conversion will save the library a good amount of money.
- 3 employees, including Monica are working at the library with shortened hours. 2 employees are working from home and all part-time employees are on call at this time.
- We are still receiving donations through the drop box, which we cannot accept at this time. Other libraries are also receiving donations during this time as people are cleaning out their houses during the pandemic.

VII. Old Business

None

VIII. New Business

- The 2020 Schedule of Public Service Hours (Exhibit C in contract) was reviewed by the board. The library is required to be open for 55 hours during the week. The board unanimously approved these hours once the library is re-opened.
- The board discussed a tentative re-opening plan. The library is considered a low risk business, but it has not yet been determined when the library will be re-opening. In the meantime, Monica and her staff will continue to review all aspects of re-opening. This includes, but is not limited to sanitary requirements, limiting the usage of computers and water fountains and limiting the amount of patrons into the library at one time. The Parks Department had spoken to Mike regarding the installation of plexi glass on or around the counter. The library would have to purchase the plexi glass, but the Parks Department would install it. It was determined after the meeting that the Friends will pay for the labor and materials and a local carpenter will complete the work. Also, Monica will be purchasing masks, possibly both disposable and cloth masks for all employees. It was determined by the board that the library will not purchase masks for our patrons.

IX. Next Meeting

The next meeting is scheduled for Monday, May 18, 2020 at 7:15 P.M. The public is welcome to attend.

X. Adjournment

A motion was made to adjourn the meeting at 8:15 P.M. *Motion: M. Ebersole; 2nd M. Mogavero.*
Unanimous

Submitted by J. Zinni