

Clarence Public Library Board of Trustees Meeting Minutes
Monday, November 23, 2020 7:00 PM

I. Approval of Minutes from October 26, 2020

- The minutes were unanimously approved by the board with no changes.
Motion: M. Ebersole. 2nd J. Schultz. Unanimous

II. Roll Call/President's Report – The meeting was called to order at 7:10 PM by Judy.

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

Excused: Trustee Stacey Jafarjian

- The Friends are not meeting, but were still selling candy bars and books in the library until Erie County went into the Orange Zone.
- There is a virtual ACT meeting on Saturday, December 12h. Judy, Marlene and Monica plan on attending.

III. Approval of Claims

The board reviewed checks written in October and November 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: 37c-42c. *Motion: J. Schultz. 2nd M. Arno. Unanimous*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 39t-40t. *Motion: J. Zinni. 2nd J. Schultz. Unanimous*

IV. Director's Report

- The patron and circulation increased last month and the library is 5th in the system for circulation and 7th for visitor count. The make and take crafts that Sarah has been doing for a few months has been received well by parents.
- Monica expects to have a surplus of over \$27,000 by the end of the year due to the 3 month shut down.
- Bob Poczik's Thomas Edison program had to be postponed and we hope to reschedule this for 2021. Also, the AARP tax preparation group would like to use the meeting room for small meetings. If the library is permitted to open, Monica will allow this group to meet twice per week.
- Amherst Alarm had to come back a few times to repair the door sensors. They believe that due to the size of the building, the sensors were not being picked up. Also, the front door was recently repaired.
- The planter boxes from the reading garden were removed and put into a pavilion and the throne was moved into the library to prepare for the winter months.

V. Public Comment – None

VI. Unfinished Business – Purchase of Air Purifiers

- The board agreed to purchase 5 Austin Air Healthmate 400 air purifiers. The cost is \$530 per purifier.

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

VII. New Business

- **The Library Micro Cluster Plan** – The board approved the library’s micro cluster plan.

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

- **The Library Curbside Plan** – The board approved the library’s curbside pickup plan.

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

- **Holiday/Closure Schedule** – The board approved the proposed holiday and closure schedule.

Motion: J. Zinni. 2nd: J. Schultz. Unanimous

- **Telecommuting Plan** – Monica suggested that the board approve the Central Library’s telecommuting plan. Eligible employees at Monica’s discretion can work from home, but there is no plan in place at the current time. The information was disseminated to the board just before the meeting and not all of the trustees had a chance to review the plan. However, the board approved a provisional telecommuting policy until all of the trustees can review the plan. At a future meeting, the board will discuss implementing a specific telecommuting plan for our library.

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

VIII. Next Meeting

The next meeting is scheduled for Monday, January 25th, 2021 at 7:00 PM. The public is welcome to attend.

VI. Adjournment

The meeting was adjourned at 7:54 PM. *Motion: M. Ebersole. 2nd J. Schultz. Unanimous*

Submitted by J. Zinni