

**Clarence Public Library Board of Trustees Meeting Minutes**  
**Monday, October 26, 2020 7:00 PM**  
**Draft**

- I. 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 Stacey Jafarjian; Trustee Joan Schultz; Library Director Monica Mooney  
Excused: Town Board Liaison Christopher Greene
- The Friends have begun selling candy bars again in the library. The book sale room remains closed, but the Friends still have books for sale inside of the library.
  - There has been no new information from ACT.
- II. Approval of Minutes from September 28, 2020
- The minutes were unanimously approved by the board with no changes.  
*Motion: M. Ebersole. 2<sup>nd</sup> S. Jafarjian. Unanimous*
- III. Approval of Claims
- The board reviewed checks written in September and October from the County checking account and the Trustees checking account.
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 35t-38t. *Motion: J. Schultz. 2<sup>nd</sup> M. Arno. Unanimous*
  - A motion was made to approve the Abstract of Audited Vouchers for the County checking account: 33c-36c *Motion: J. Zinni. 2<sup>nd</sup> S. Jafarjian. Unanimous*
- IV. Director's Report
- The patron and circulation count remains low, but the library is 6<sup>th</sup> in the system for circulation and 9<sup>th</sup> for visitor count.
  - Sarah has been making craft kits and those are a success. The online programming provided by Sarah and Justin remain well attended.
  - Patrons are becoming unruly, loud and angry when the staff asks them to wear their mask or when they are asked to cover their mouth and nose with the mask. Some patrons are claiming they have exemptions for masks due to health issues and are not wearing masks inside of the library. Monica is having her staff watch a training video on how to handle difficult patrons.
  - The meeting room is being utilized for small groups and for therapy sessions (physical, occupation and speech). A Sherlock Holmes discussion is planned for November 24<sup>th</sup> at 6:00 PM in the meeting room.
- V. Public Comment – None
- VI. Unfinished Business
- There remain two vacant trustee positions. Judy will be contacting someone to gauge their interest.

## VII. New Business

- **Safety Plan Revision** – There were two sections that have been updated. First, we have updated the section for visitor logs and have separated the visitor log for vendors and the meeting room log for those who use the meeting room. Second, the process section for health screening has been updated to include online screening for staff members. They can now complete the health screening at home and submit the results online.

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

- **Filtration** – It was time to replace the filters in the ceiling and interior air handling units and Clark Air Systems was brought in to review the different styles of filters with Monica. Currently the MERV rating for the ceiling is 9, while the interior air handling unit has a MERV rating of 8. This rating system is for purifying and the higher the rate the better the filtration will be. The cost for the filters, which would be MERV rated 11 is \$16.75 each. Several years ago, the library was able to order the filters through the Central Library, but currently, the town replaces the filters and goes through a different company. As recommended by Clark Air System to use more efficient filters, the board is requesting that we discuss this with the Town (Parks Department) to see if we can purchase the better filters through their company.

*Motion: M. Arno. 2<sup>nd</sup>: S. Jafarjian. Unanimous*

- **Purifiers** – Clark Air Systems also suggested that the library purchase air purifiers and put them throughout the building. These would be run one hour before opening and would be shut off when the library closes. Also, the purifier in the meeting room would run for one hour before opening and for one hour after the occupants leave the meeting room. The cost is significant for one unit; \$530 for a purifier without UV lamps and \$960 for a purifier with UV lamps. Monica will be researching this in further detail to determine which purifier is our best option and how many the library should purchase.
- **Security System** – The wireless door transmitters need to be updated. The alarm system is approximately 20 years old and the current door transmitters are obsolete. The cost would be \$450 to replace these.

*Motion: M. Ebersole. 2<sup>nd</sup>: J. Zinni. Unanimous*

## VIII. Next Meeting

The next meeting is scheduled for Monday, November 23, 2020 at 7:00 PM. The public is welcome to attend.

## VI. Adjournment

The meeting was adjourned at 8:31 PM. *Motion: M. Ebersole. 2<sup>nd</sup> S. Jafarjian. Unanimous*

*Submitted by J. Zinni*