

**Clarence Public Library Board of Trustees Meeting Minutes
Monday, September 28, 2020 7:15 PM**

I. Approval of Minutes from July 20, 2020

- The minutes were unanimously approved by the board with no changes.

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

II. Roll Call/President's Report

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

- There are no meetings planned for the Friends and the book sale room is not open. The room is too small to conform to the required safety protocols. However, they have placed some books inside of the library to sell and candy bars will be available for purchase. The candy bars will be behind the counter, but there will be a flyer with the options that the patrons can view.
- The last planned ACT meeting was canceled in March due to COVID-19 and there has been no updates from them pertaining to a future event.

III. Approval of Claims

The board reviewed checks written in July, August and September 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: 23c-32c. *Motion: M. Arno. 2nd J. Schultz. Unanimous*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 26t-34t. *Motion: J. Schultz. 2nd M. Arno. Unanimous*

IV. Director's Report

- The library was ranked 4th in circulation for August, but the number of patrons visiting the library remains very low. Monica believes that the closure of the meeting room is impacting the visit count.
- Donations are now being accepted, but there are strict guidelines posted above the donation bin. Also, magazines are now being accepted for the magazine drop-off in the vestibule and all donated items will be quarantined for 4 days.
- There has been an increase in requests for tutors. We are also seeing an increase in speech pathologists that are requesting time in the library.
- Monica and Sarah are increasing the homeschool materials we have on hand. We are also increasing the amount of juvenile non-fiction titles.
- Monica and Mike have cleaned out meeting room #1 in anticipation of hosting small groups in there. We will still follow the safety protocols outlined in the governor's executive order. Also, it is unlikely that we will be able to host more than a group of 10 people due to the social distancing requirements.

V. Public Comment – None

VI. Unfinished Business – None

VII. New Business

- **Trustee Vacancies** – There are two vacancies on the board, but Stacey Jafarjian has applied for one of the open positions. The Town has not approved her appointment yet, but the board recommended that the town approve her appointment at their next meeting.
Motion: M. Ebersole. 2nd J. Schultz. Unanimous
- **Open Hours** – Starting September 12th the hours on Saturdays were extended to 10-5. Monica suggested that we keep the current hours in force until October 23rd and then expand the hours back to the minimum requirement of 55 hours beginning on October 24th. Due to the low patron count and potential budget ramifications, the board agreed not to expand the hours and will discuss this at a future meeting.
- **Meeting Room Use Application** – An application was created for patrons to sign up and use the meeting room. Additional language was added to include health and safety policies, as well as face covering and social distancing protocols. These changes were a directive from the Central Library and conforms to the governor’s mandates. Chris would like for the Town’s legal representation to review this before we begin using it. Also, a local group from the senior center has asked Monica if they could use the meeting room for their Pinochle games. There are significant health concerns regarding social distancing, the ventilation in the room and how to handle sanitizing the playing cards when multiple people would be touching them for several hours. The board voted to deny card playing in the meeting room.
Motion: J. Zinni. 2nd M. Ebersole. Unanimous

VIII. Next Meeting

The next meeting is scheduled for Monday, October 26, 2020 at 7:00 PM. The public is welcome to attend.

VI. Adjournment

The meeting was adjourned at 8:40 PM. *Motion: M. Ebersole. 2nd J. Zinni. Unanimous*

Submitted by J. Zinni