

**CLARENCE TOWN LIBRARY  
BOARD OF TRUSTEES MINUTES  
February 24, 2020**

**Present:** Monica Mooney, Judy Hilburger, Anita Ballow, Michele Mogavero, Marge Ebersole, Marlene Arno, Joan Schultz and Joseph Zinni

**Excused:** Christopher Greene

**Minutes:** Minutes from the January 27, 2020 meeting were approved with one change. The Friends are planning a used bicycle sale, not a bicycle raffle. A bicycle raffle is held separately from the proposed used bicycle sale. *Motion: M. Ebersole; 2<sup>nd</sup> M. Arno. Unanimous.*

**President's Report:**

- **Friends** - Judy said that the group is still thinking about holding the used bicycle sale as they were very successful in years past. Also, the Friends believe they have found a resolution regarding the unsold books at their book sales. They are planning on extending the book sale to the following Monday, May 11<sup>th</sup> and charging a \$1.00 admission fee on this day. The customers can take as many books as they'd like and there will be no additional charge for the books.
- **ACT** – The annual workshop will be held at the Central Library on March 14<sup>th</sup>. Judy, Monica, Joe and Marlene plan on attending the event.

**Approval of Claims:**

- The board reviewed checks written for February 2020 for the County account and January and February 2020 for the Trustee account:
- A motion was made to approve the Abstract of Audited Vouchers for County Checking Account: 5C – 7C - *Motion: M. Mogavero; 2<sup>nd</sup> J. Schultz. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees Checking Account: 9T – 13T - *Motion: J. Schultz; 2<sup>nd</sup> J. Zinni. Unanimous.*

**Director's Report:**

- **Circulation and Statistics** - Monica stated that circulation, visitor count, computer access and WiFi were all up. Monica attributed this to the milder winter we are having and the low numbers from the previous year.
- **Programming** - Monica and her staff are putting the final touches on the STEM kits. It's taking a little longer than anticipated to have these completed due to the number of pieces that they have for these kits. Once the kits are completed, they will be sent to the Central Library to be cataloged. The target date for circulation is April 1<sup>st</sup>. Also, Maker Mondays will be offered on March 2, 9, 16 and 30 and the Youth Bureau will assist and provide volunteers for these events.
- **Issues** - The LED project is almost complete and once CVM Electric receives the pillar sconce, they will complete the project. Also, the defective LEDs were returned to GrayBar. Monica found that the NYSEG rebates are now more than twice the original estimate at \$8,538.23. The library may not be responsible for any out-of-pocket costs due to the amount of the rebate.
- **Children's Area** - Monica stated that the castle was taken down on January 31<sup>st</sup> and they are waiting for the new climbing podium, floor recliners, cushions and seats to arrive.

- **Census Day** – The Census Day Kickoff will take place on April 1<sup>st</sup>. Monica and her staff are offering a Census table, Census cyber-train (secured laptops for recording census data) and refreshments. The refreshments will be reimbursed to the library from the Central Library as part of the Census budget. The library may remain open after normal business hours to make the event easier to monitor and to control where food consumption will occur. If this occurs, Monica's staff would need to be paid overtime. Also, the census recruitment has been going well as Monica has been contacted by numerous people to volunteer.

#### Public Comment:

- Marge thanked all of the board members that attended the Clarence Book Review on February 5<sup>th</sup>.
- Judy was notified by the Central Library that Alan Bedenko is our liaison for the Buffalo & Erie County Public Library Board of Trustees.

#### Unfinished Business:

- **Library Carpet** – The board reviewed samples that Monica was able to procure. The board got good idea as to what color scheme would match the finishes in the library. It was suggested that the board go on Milliken's website to search their catalog for ideas.
- **Election of Officers** - Michele stated last meeting that she would like to step down as Secretary. Joe volunteered to hold the Secretary position and the vote was unanimous to elect him to this position. The Vice President position has been vacant since July 2019 and Michele volunteered for this position. The vote was unanimous to elect her as Vice President. There were no changes in the President and Treasurer position. Judy will remain as President and Marge will remain as Treasurer.
- **Staff Development Day** – The library was to be open from 2:00-6:00 P.M. on May 20<sup>th</sup> to accommodate the staff who need to attend this event. However, Monica learned that a staff member will not be available to cover the library during this time. Monica suggested that the library remain closed for the entire day. *Motion: A. Ballow; 2<sup>nd</sup> M. Ebersole. Unanimous.*

#### New Business:

- **Carpet Cleaning** – Monica was able to obtain quotes and have the carpets cleaned by Chem-Dry of Buffalo. The total amount paid for the service was \$2,593.20.
- **Tile/Grout and Fabric Cleaning** – Monica suggested that the tiles and grout in our library be cleaned. She does not know when the last time these were cleaned. She has a quote from Chem-Dry of Buffalo to clean the tile and grout for \$1,068.47. Also, they have proposed to clean the fabric/collapsible wall for an additional \$600.00. *Motion: J. Schultz; 2<sup>nd</sup> J. Zinni. Unanimous.*
- **Vending Machine** – A Clarence resident has asked Monica if they can install a vending machine in the front entrance of the library. The library would receive 10% of the profits and there would be no cost for the library to rent or purchase the machine. However, there is a concern that the vending machine would affect the Friends candy sales. The candy sales accounted for almost \$2,000 in 2019 per Judy. Monica will present this idea to the Friends at next month's Friends meeting.

#### Next Meeting and Adjournment:

- Our next meeting is scheduled for Monday, March 23, 2020 at 7:15 p.m. The public is invited to attend. This meeting was adjourned at 8:45 P.M. *Motion: M. Ebersole; 2<sup>nd</sup> M. Mogavero Unanimous.*

*Submitted by: J. Zinni*