

Clarence Public Library Board of Trustees Minutes

September 25, 2017

Present: Monica Mooney, Judy Hilburger, Michael Rockwell, Marjorie Ebersole, Anita Ballow, Carey Shoemaker, Joan Schultz

President's Report:

Friends- working on the upcoming book sale. A bake sale will also be held. A basket raffle is planned for Christmas, beginning November 6, and the raffle will be December 15. The library is creating a Lego basket and all donations are welcome for this basket. A question from the board, should we buy a gift certificate again for Asa Ransom House?

The Parks Department could not build the shed due to heavy rainfall in spring/summer. No word on when the construction will begin.

ACT- no meeting

Approval of Claims-

A motion was made to approve the Abstract of Audited Vouchers for the County Checking Account June 2017;

July 2017; August/September 23C – 35C

Motion to approve payment of bills: M. Rockwell, 2nd- A.Ballow, Unanimous

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Motion to approve payment of bills: M. Rockwell, 2nd- A.Ballow, Unanimous

Director's Report: See Monica's report for more information

Budget- the budget is going well. Monica handed out the 2016 Annual Report.

Building/Grounds- it was good that we had a cool summer, only one compressor worked until just this week.

This Wednesday, the front doors will be replaced and the work may last 1-2 days. Monica will have to re-route traffic flow.

Statistics/Summer Recap-

Children's Reading Garden- Currently working on the signage. Michele wrote an application to the Rotary for donations, and Monica attended their steak dinner. Received East Hill grant for \$10,000, and Contemporary Club gave \$500. The Garden has received over \$28,000.00 in cash donations. All in Trustees account, which is closely monitored. The electrical work in the reading garden broke the sprinkler system.

Flight 3407 Memorial Update- The work/installation of the memorial will begin October 3. The dedication and soft opening will be on October 7. Monica asked Judy to speak on behalf of the library. Another event for the families will be held next summer.

Programs/Events- This summer's Battle of the Books was dedicated to David Fairlie. Monica said it was a nice event and Sarah did a good job stepping into this role.

The Clarence Youth Bureau is promoting guest speaker, Karen Chesnutt, who was recommended to speak at the library by Friends' Treasurer Ellen McLean

Staff- Donna Fairlie has been hired as a Clerk Typist.

Public Comment- none

Unfinished Business-

New Business-

Reporting of Fixed Assets to the State Comptroller- State Comptroller found fault with the library's Audit Report. All fixed assets were not reported. Moving forward, the library is required to include all assets that improve the building.

Michael asked who should insure the assets, since the Town owns and insures other items in the library. Monica will ask for clarification from the Town.

A motion was made to report fixed assets in the amount of \$1,000.00, including depreciation: M. Ebersole, 2nd by C. Shoemaker, Unanimous.

Monica reported that we need to continue to use the Ranzenhofer Bullet Aide. There is almost \$44,000.00 left in the account. She discussed several ideas as to how the money can be used. Monica will check out prices for a sound system, movie screen and price for licenses for Minecraft.

Jeremy Cassidy is a library trainee and Monica would like to hire him part time, 19 hours per week. Therefore, we would need to transfer \$6- \$7,000.00 into the Trustee Account.

A motion was made to use the Ranzenhofer Bullet Aide to hire Jeremy Cassidy as a library trainee for computer technology 19 hours per week and \$17.00 per hour: M. Ebersole, 2nd by C. Shoemaker, Unanimous

A motion was made to allocate no more than \$500.00 of Ranzenhofer Bullet Aide for Minecraft computer game: M. Ebersole, 2nd by C. Shoemaker, Unanimous

A motion was made to allow Monica to use \$3,000.00 of Ranzenhofer Bullet Aide for a sound system and possibly 2 screens for the meeting rooms : M. Rockwell, 2nd by A. Ballow, Unanimous

A motion was made by M. Ebersole to close the meeting, 2nd by M. Rockwell, Unanimous.

The next meeting will be held Monday, October 23, 2017 at 6:30 pm.