

**CLARENCE TOWN LIBRARY  
BOARD OF TRUSTEES MINUTES  
February 22, 2016**

The meeting opened at 7:20 p.m.

**Present:** Monica Mooney, Judy Hilburger, Michael Rockwell, Marjorie Ebersole, Carey Shoemaker, Chris Greene, Michele Mogavero

**Minutes:** Minutes from January 25, 2016 approved. Motion: M. Ebersole; 2<sup>nd</sup>, M. Rockwell. Unanimous.

**President's Report:**

- **Friends** - Will be purchasing shelving for the Friends Room; planning for book sale in May and will upping the price of bags to \$4. It was noted that the event is always successful and, therefore, the group didn't want to overprice the bags.
- **ACT** - Monica, Judy and Michele attended the February 6<sup>th</sup> meeting and workshop. The event was very well done with attendees given an overview of how materials are processed through the system, as well as were introduced to staff and their various roles within the system. Guests were also invited on a tour of the *Milestones in Science* exhibit, which is being advertised to area schools. Monica mentioned that she has shared this information with Clarence schools to encourage field trips and tours.
- **Election of Officers** - Judy asked for nominations from the floor, but mentioned that current officers were all willing to continue in their roles. A motion was made by Judy to accept the current slate of officers, 2<sup>nd</sup> by M. Rockwell. Approved - unanimous.

**Director's Report:**

- **Long-Range Plan** - Monica provided the group with the updated plan. The group reviewed the document, made minor changes, and the final plan was approved. Motion by M. Mogavero; 2<sup>nd</sup> by C. Shoemaker. Approved - unanimous.
- **Conflict of Interest Forms** - Forms were provided to each trustee, signed and returned to Monica.
- **Rules of Conduct** - Monica suggested that we modify our document to include, "No photography or recording on library premises without Library permission." Much discussion ensued. Motion to accept modification: M. Ebersole; 2<sup>nd</sup>, M. Mogavero. Approved - M. Rockwell abstained.
- **Cell Phones** - Monica explained that new cell phone posters had to be developed so as to discourage **talking** on phones within the library. Phones are allowed for non-verbal use, which some patrons did not realize.

- **Library Closing** - Monica asked that the board vote to allow her to close the library on Saturday, March 26<sup>th</sup>, the day before Easter, due to staff illnesses and planned vacations. Motion by C. Shoemaker; 2<sup>nd</sup>, M. Ebersole. Unanimous.
- **System-wide Training** - Monica stated that there is a training being held on Wednesday, May 11<sup>th</sup> for all staff and that libraries are being asked to close down for the day. Monica would prefer that our library remain open with a part-time librarian and she would only send full-time employees. This matter was tabled until our next meeting.
- **Children's Reading Garden** - Progress is being made. There will be a fundraiser on March 3<sup>rd</sup> and it appears that Phase 1 will commence in the spring. There was a potential issue with an arboretum tree located close to the garden, but it was determined that the tree will not be affected.
- **Financial** - Monica stated that Clarence gave back \$22,666.11 to the system. These monies were collected from fines. It was also brought up that there is a boiler issue and it is being looked at. Monica is working with Tim Lavocat for a needs survey and hoping to apply for a \$30,000 matching grant with NYS. Monica also mentioned an opportunity to apply for monies (\$5,000) for building improvements and her two choices would be to use some for the new boiler or for the installation of a door between the alcove and meeting room. It was also noted that we currently have a healthy amount of money in savings.
- **Programming** - There has been a very decent turnout for programs, although circulation and WiFi usage were down last month. Furthermore, a graduate student at U.B. has compiled a written history of the Clarence library. The student interviewed a number of people, including Monica and the former library director, Marie Robillard, and did a very good job, although there were a few inaccuracies. It was asked that Monica forward a copy of the history to the board.

#### **Town Board Liaison's Report:**

- Chris stated that he spoke with Jim Burkard regarding the broken exterior spigot. He also noted that the surveillance cameras will be installed later in the year.

#### **New Business:**

- A minor discussion took place regarding the exterior drop box. As of now, there are no funds to modify the existing structure.

A motion was made by M. Ebersole to close the meeting at 8:55 p.m. 2<sup>nd</sup> by M. Rockwell. Unanimous.

The next meeting will be **Monday, March 28<sup>th</sup>**.