

**Clarence Public Library
Board of Trustees Minutes
November 28, 2016**

Present: Monica Mooney, Judy Hilburger, Michele Mogavero, Anita Ballow, Joan Schultz, Chris Greene

President's Report:

- **The Friends:** Doing well, set date for spring book sale: April 22-29. Library refrigerator died, so Friends will purchase a new one. Supporting the basket sale, tickets will be pulled on December 9th.
- **ACT Meeting:** The meeting will be December 10th at 10 am, at Clearfield Library
- **Audit Exit Report:** Audit data was passed around and reviewed by the board. Judy will no longer pre-sign checks. The Board's job is to oversee the library's financial data and we will need to check every invoice. We will adopt a new policy for payment of bills. The Board needs to establish a comprehensive written claims audit policy. The invoices will be numbered and passed around, starting January 1st, will be examined and approved, and entered into the minutes. Judy will send a written response by the 12th.
A motion was made to accept a new developed claims audit policy as developed by Tracey Palicki. Motion to accept: M. Mogavero, 2nd- Anita Ballow, Unanimous
A motion was made to allow the treasurer to be claims auditor to make check payment possible: J. Schultz, 2nd- M. Mogavero, Unanimous
- Monica passed out the invoices and all were approved. In the future, Monica will add a cover sheet and list the invoices.
A motion was made to pay invoices for expenses for the month of September; J. Schultz, 2nd- M. Mogavero, Unanimous

Director's Report: See Monica's report for additional information.

- **Financial-** Monica reviewed the financial packet and the large shortfall we will have due to employee changes. Sue is retiring December 31st, along with additional staff payout and a long term staff illness, we will need more money to cover these costs. Monica would like to have a new employee by the middle of January. Monica will invoke article 22 of the contract for retirement payout and ask Central for assistance.
A motion for Monica to invoke Article 22 and appeal to Central Library for monetary assistance should we need it for impending retirement payout: J. Schultz, 2nd- M. Mogavero, Unanimous
- **Circulation and Statistics-** Circulation is down, system wide trend, we are 8th out of 37, programs down a bit, the adult coloring program is going slow and time slot may change.
- **Buildings and Grounds-** Carpets had to re-cleaned with a rescheduled date because they were not completed on the original date.
- **Programs/Events-** Volunteer appreciation dinner will be held at Cornerstone. A retirement party will be held for Sue Ruffino on January 6th at Sean Patricks.
- **Children's Reading Garden-** Good news; the Eastern Hills Sunrise Rotary will support the bronze bench, will need to add a recognition plaque. A winter fundraiser will begin- butterfly for a buck.

Public Comment: none

Unfinished Business:

- Petty Cash policy- Monica presented the policy straight from Tracey Palicki
A motion to accept the Petty Cash Policy beginning December 1st: A. Ballow, 2nd- J. Schultz, Unanimous

New Business

- 2017 Holidays and Open/Closed Days- Monica passed out the 2017 calendar.
A motion to accept the calendar close dates for 2017; J. Schultz, 2nd- A. Ballow, Unanimous
- Monica would like to purchase Makerspace equipment amount of \$650.00. This will keep the library relevant, will be promoted at Winterfest, and will start up in January. There will be stations set up with this new equipment. This is the trend to jump on and promote to middle/high school students.
A motion to purchase Makerspace equipment of \$650.00: J. Schultz, 2nd- A. Ballow, Unanimous

Next Meeting Date: January 23, 2016

Motion to Adjourn: J. Hilburger, 2nd – J. Schultz, Unanimous