

**CLARENCE TOWN LIBRARY
BOARD OF TRUSTEES MINUTES
November 26, 2018**

Present: Monica Mooney, Judy Hilburger, Joan Schultz, Marge Ebersole, Anita Ballow, Michele Mogavero and Christopher Greene

Excused: Carey Shoemaker

Absent: Michael Rockwell

Minutes: Minutes from October 23, 2018 approved. *Motion: M. Ebersole; 2nd J. Schultz. Unanimous.*

President's Report:

- **Friends** - Judy announced that the Friends have three new members, and that the current treasurer is still very ill. She further stated that the annual basket raffle is underway and the Friends decided to use the Asa Ransom gift certificate as part of a door prize. She also again brought up the issue of the sidewalks -- the representative from the company that maintains the walkways said that the bricks are in terrible condition due to plowing and the use of the wrong salt. He will be coming back in spring to reseal the bricks, however, the Friends have already spent \$25,810 over the years to refurbish the walkway and they are now done as this endeavor cannot be sustained. Chris said he will once again talk to Jim Burkard, but we need to come up with a long-term solution. The problem with the sliding door was discussed, but as of now, there is no resolution to this problem.
- **ACT** - Monica and Judy were both panelists at this last meeting and spoke about the audit. They also toured the brand new West Seneca library, which also exists as the town's community center.

Approval of Claims:

- The board reviewed checks written for November for both the County and Trustee accounts.
- A motion was made to approve the Abstract of Audited Vouchers for County Checking Account: 41C through 46C - *Motion: M. Mogavero; 2nd A. Ballow. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees Checking Account: 50T through 57T - *Motion: J. Schultz; 2nd A. Ballow. Unanimous.*

Director's Report:

- **Budget** - Monica noted that the library has pretty much caught up, however, she was just notified that \$1300 needs to be reimbursed to Central. Monica also stated that the balance in the Trustees account is low and we may have to move funds at some point. The bequest money (\$10,000) was placed in the savings account and it was suggested that we put the Sen. Ranzenhofer funds (\$15,000) into the Trustees account once received. Monica also said that due to the Republican Party now being the minority party in the state, we most likely will not see this type of funding next year.
- **Circulation and Statistics** - Circulation is up! The average circulation in October was 596. Computer access is down, but Wi-Fi is up -- 140% for the year. It was a busy month for programming but meeting room use was down a bit from last year, which could be explained by two very large programs that were held last year, but not repeated this year.

- **Programs** - New programs this coming month include a “Build a Graham Cracker House” along with an author talk by Darryl Young; HEAP outreach on December 11th and drop-in programs during the Christmas week break. The library has seen a great turnout for the English Conversation program.
- **Updates** - The AED unit has been installed and new safety cones have arrived.
- **Issues** - A complaint was made by an elderly patron regarding the grab bars in the women’s handicapped stall. Apparently the wall-mounted trash receptacle is located too close to the bars which precludes a person from grabbing onto them for support. The box will be moved. Additionally, when the plows move snow, the piles end up covering some of the handicapped parking spots, which results in fewer spots for our handicapped patrons.

Public Comment:

- N/A

Unfinished Business:

- The carpeting issue was discussed. Monica has had one estimate done so far, but has not yet been provided with the figures. The board is assuming that the cost will be over \$35,000, which means the job will need to go out as a public bid. Suggestions included only replacing some areas or perhaps installing laminate/linoleum/tile in heavily trafficked areas. Monica asked about the termination date for the current bond and suggested waiting until final payment before moving on to such a large and costly project.
- Judy completed the harassment training online and reminded the board that we all need to complete such -- online or in person.

New Business:

- Monica presented the board with a draft of a new credit card policy. After review and some discussion, the policy was passed. *Motion: M. Mogavero; 2nd M. Ebersole. Unanimous.*
- The group talked about space planning and took a tour of the library. Ideas were discussed for renovations to include private and soundproof study areas, better and quieter tutoring locations, and better overall flow. We will discuss this in more detail in January, although it was agreed that any changes be done at the same time the flooring issue is resolved.
- Monica once again invited the board to the annual holiday party on December 12th at 6:15pm. All volunteers are invited and staff will be providing the refreshments.

Next Meeting and Adjournment:

- Our next meeting will be held on Monday, January 28th at 7:15 p.m. The public is invited to attend. This meeting was adjourned at 9:10 p.m. *Motion: M. Ebersole; 2nd A. Ballow. Unanimous.*