

**CLARENCE TOWN LIBRARY
BOARD OF TRUSTEES MINUTES
October 23, 2018**

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

Excused: Carey Shoemaker

Minutes: Minutes from September 24, 2018 approved. *Motion: M. Rockwell; 2nd A. Ballow. Unanimous.*

President's Report:

- **Friends** - Judy stated that the book sale was a huge success, bringing in \$3,894! A record number of bags -- 226 -- were sold. Judy also announced that the group is still very concerned over the issues with the walkway and cannot afford the continual upkeep. Despite offering to pay for 'shoes' for the plow/snow thrower, Chris stated that there are just too many different pieces of equipment used all of the time and that there is no guarantee one or two pieces will be those used at the library throughout the winter. He said an idea was brought up to remove the bricks and set them in a commemorative wall. The walkway would then be filled in and plowing wouldn't be an issue. He was asked about funding for this wall and he mentioned that the town 'may' be able to pay for the wall and sidewalk replacement. However, this is all very preliminary and no decisions nor commitments have been made at this time.
- The Friends will also be helping host the annual holiday gathering. The theme this year will be a Dickens-like, "High Tea." This will be a BYO as there is no budget for the party. The event will be held on December 12th as a way to thank all library volunteers.
- **ACT** - The next meeting will be on November 17th in West Seneca. A panel discussion will take place regarding audits. Monica and Judy will both be panelists.

Approval of Claims:

- The board reviewed checks written for September and October for both the County and Trustee accounts.
- A motion was made to approve the Abstract of Audited Vouchers for County Checking Account: 38C through 40C - *Motion: A. Ballow; 2nd J. Schultz. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees Checking Account: 40T through 49T - *Motion: M. Rockwell; 2nd A. Ballow. Unanimous.* Monica noted that the Garden Friends donated \$500 of the \$3500 needed for the Children's Reading Garden water feature.

Director's Report:

- **Budget** - Monica noted that the library is catching up and the shortfall is much less this month.
- **Circulation and Statistics** - Circulation is a bit down in our library and across the system. The busiest day this year was August 13th with 1570, average daily circulation being 637. Patron counts will now be changed to 'visitor counts.' As per new system procedure we will now be taking visitor counts for programs held outdoors.

- **Programs** - This coming month will see a number of new programs including two author events, a cultural program - *Incredible India*, English conversation circle, Paws for Love, a presentation on the Joy of Trains by Dean Hunneshagen and children's programs.
- **Updates** - Monica announced that the new waterfall feature in the Children's Reading Garden has been installed and is up and running. Additional maintenance issues included the installation of a GFI outlet near the pond, replacement of the battery in the alarm system and a meeting with Greg Hines from Buffalo Carpet regarding an estimate for the replacement of all carpeting.
- **Issues** - Monica informed the group that sadly, Edward Fenn, regular patron and founder of the Nero Wolfe Book Club, passed away unexpectedly. He will be missed.

Public Comment:

- Michael discussed his ideas for events and programs that would bring in more patrons to the library, one of which centers around a "Digital Café."

Unfinished Business:

- The library received bullet aid money, thanks to Senator Michael Ranzenhofer, and the group began discussing ways to most efficiently spend the funds. In years past, most of the money went primarily to technology, but that may change this year as we need physical changes and upgrades to the library. Monica wondered if the town could possibly do a match when we replace the carpeting.

New Business:

- Monica presented the board with the list of holidays for 2019. The group agreed to basically keep the same holiday closings as last year including closing on Christmas Eve, staying open the Saturday before Easter, but closed on Good Friday and closing on Saturdays the weekends of Labor Day and Memorial Day. *Motion: M. Ebersole; 2nd J. Schultz. Unanimous.* It was also decided to close at 4 p.m. on New Year's Eve. *Motion: M. Mogavero; 2nd M. Rockwell. Unanimous.*
- Monica asked the board to fulfill their obligation of completing the newly required Sexual Harassment Training. The town is offering in-person training on December 13th and will soon be allowing online completion (date to be announced). Any board members who complete this training through their employer are asked to provide proof to the town.
- Chris noted that the repaving of the driveway and apron are now complete.

Next Meeting and Adjournment:

- Our next meeting will be held on Monday, November 26th at 7:15 p.m. The public is invited to attend. This meeting was adjourned at 8:50 p.m. *Motion: M. Ebersole; 2nd A. Ballow. Unanimous.*

Submitted by: M. Mogavero