

Clarence Town Library

Board of Trustees Minutes

November 27, 2017

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

Minutes from October 23, 2017 were approved; *M. Mogavero, 2nd, M. Rockwell, Unanimous*

President's Report:

Friends- Doing well, and currently hosting the basket raffle; bin of Legos are very popular. The Friends thanked this board for our basket raffle gift.

ACT- Judy did not attend last month's meeting, but the minutes are online for review.

Approval of Claims-

The board reviewed the checks written for the month and Monica explained the following:

2 invoices for the Bee were written for 2 rolls of microfilm for 2015 and 2016, Mike Randall's performance of Mark Twain, \$500 but worth it, and Rel Comm which is a large expense and Chris Greene asked if we could contact area techs for their input to see if there is any competition.

A motion was made to approve the Abstract of Audited Vouchers for the County Checking Account October 2017: 40C, 41C; 42C, 43C. *Motion to approve payment of bills: M. Rockwell, 2nd- J. Schultz, Unanimous*

A motion was made to approve the Abstract of Audited Vouchers for the Trustees Checking Account October 2017: 31T, 32T, 33T, 34T, *Motion to approve payment of bills: M. Rockwell, 2nd- A.Ballow, Unanimous*

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

The WWI exhibit is currently up at Central Library and will be ongoing until 2020.

Monica and Sarah finished their Wikipedia class. Monica found it very informative. Monica will be trying to get teachers and other librarians involved in editing the site. Wikipedia needs to be notable.

Circulation- has been trending downward all year. This is consistent with other libraries.

Building/Grounds- DVDs are being shifted to better suit patrons. Audio books are being rebalanced, this is a drawback of the floating system, staff takes note of duplicate inventory.

The Board once again, discussed the garbage situation. Mike will walk the trash to the dumpster for now. Parks will purchase a rolling bin for him to wheel. Mike has been documenting the recycling pick up.

Chris was asked about the status of the storage shed and he said the Town is going to purchase a premade structure rather than build a new one.

Heavy winds caused the new doors to stay open and a guard was put on them.

Programs/Events- There has been a big increase in the toddler/children's reading programs. There were 52 people in attendance for the last toddler program. Alycia Ripley- (Wind Over Tide) had low attendance. There will be a workshop on 12/4 for anyone interested in the music industry. The Music Alliance Business of Music Workshop; Marjorie suggested Monica send an email out to all the schools, PTO's and teachers.

Public Comment- none

Unfinished Business-

Quiet Zone- The Quiet zone sign worked for a while. Stephen Keith, a patron complained to Mary Jean that the Clarence Library is noisy. The Board discussed the many problems; there can be a large number of tutors working with students and they seem to be unaware of their noise level. Mike suggested handing out a letter to all tutors which would ask them to keep their students in line.

Open/Closed Days for 2018- The Board discussed the Clarence Library open and closed days for the upcoming year: it will be open Saturday 3/31, closed the Saturday before Memorial Day and Labor Day. If part time, the hours can be made up during the week. The library will be open 10/8, Columbus Day, closed 12/24, and a shortened day on New Year's Eve 12/31; 10 – 5. *A motion was made to accept the open and closed days for 2018; M. Mogavero, 2nd- M. Ebersole, Unanimous*

Library Credit Card- Monica suggested the library obtain a credit card for purchases from vendors that only accept a credit card. She reviewed the Bank of Akron and asked about a 3rd party credit card. Michele suggested Monica look into a debit card instead, and Monica would not have to be concerned about her personal credit. It should be a commercial account

New Business

Monica received a curious letter from Mary Jean regarding our reported hours of operation and having staff in the building while the library is closed. Mary Jean suggested we open the library at 9:30am. instead of 10 if staff were already in the building. The Board felt this would cause confusion and would not be beneficial to be open an extra half hour. Monica will write back stating we are going to keep our hours the same.

Monica would like to purchase 3 open shelves/end cap shelves. They would help with displays. She would like 3 DVD shelves for a total of 1,604.96 *M. Rockwell, 2nd- M.Mogavero, Unanimous*

Monica handed out a performance review form to be filled out for her position from 11/1/16-11/1/17, to be completed before the new year.

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

The next meeting will be held Monday, January 22, 2018 at 7:15pm.