

**CLARENCE TOWN LIBRARY
BOARD OF TRUSTEES MINUTES
September 24, 2018**

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

Excused: Joan Schultz

Minutes: Minutes from June 25, 2018 approved. *Motion: M. Ebersole; 2nd A. Ballow. Unanimous.*
Minutes from July 23, 2018 extraordinary meeting approved. *Motion: A. Ballow; 2nd M. Rockwell. Unanimous.*

President's Report:

- **Friends** - Judy stated that the group just paid \$8,200 to refurbish the walkways. The issue is that the Parks Department has not followed guidelines when plowing and the metal plow blades are leaving rust stains which cost a lot to fix. The Friends have offered to purchase the \$100 polyshoe for the plow, but has met with resistance. The incorrect salt is also continually being used during winter and that is also ruining the walkway. Only \$600 in brick purchasing was raised this past year, which is a concern if the walkway is going to need to be constantly repaired. Other than the walkway, the Friends are in decent shape for now and will be holding an open house in order to recruit new members. The book sale will be held from October 17-20 and plans are now in the works for the December basket raffle.
- **ACT** - Upcoming meeting in N. Collins on 9/29/18. Neither Monica nor Judy can attend; topic is contracts. Next meeting will be in West Seneca in November and both Monica and Judy will be presenters on a panel on which the topic will be on audits.

Approval of Claims:

- The board reviewed checks written for July through August for both the County and Trustee accounts.
- A motion was made to approve the Abstract of Audited Vouchers for County Checking Account: 28C through 37C - *Motion: M. Mogavero; 2nd M. Rockwell. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees Checking Account: 29T through 39T - *Motion: C. Shoemaker; 2nd A. Ballow. Unanimous.*
- The board asked Monica to streamline Amazon purchases and provide a monthly summary of purchases for each meeting.

Director's Report:

- **Budget** - There is currently a shortfall due to part-time wages, however, due to a savings in electricity, there is actually a surplus of close to \$2000. No money was owed to the county this quarter. Additionally, the library received a \$15,000 grant from Senator Ranzenhofer through the NYS Education Department. Monies can be used for programming, technology and improvements to the library.
- **Circulation and Statistics** - Circulation across all libraries is still down, however Wi-Fi access is up 113% (there was previously an issue for the past three months with the access point). The average visits per day in July was 819 and 787 in August (the majority of children's programming was held in July prior to Miss Amy's departure).

- **Programs** - Many popular and well attended programs this summer including a self-directed contest whereby children had to try to find Clarence the Owl in the library, in which there were 619 entries; Harry Potter was also well attended and maxed out at 50 (Jeremy handmade 50 intricately and uniquely designed wands for attendees); Battle of the Books was very successful with Clarence winning the event; events held outside in the Garden included Harry Potter, carnival, lady bug larvae release, and butterfly presentation. Upcoming programs include an author talk on Charles Burchfield; model railroading; sensory story time (birth to 24 months) with Jeremy; Once Upon a Preschool; Paws to Love (through SPCA); Ready 2 Read; and a talk by Brian Herberger on his new book Cross Country.
- **Issues** - Monica and staff will continue to generate ideas for increasing circulation.

Public Comment:

- None.

Unfinished Business:

None.

New Business:

- The AED unit was purchased from Heartsmart and training for eight (8) staff members will be held on November 2nd.
- The new Trustee Handbooks were distributed to board members. Members were also asked to complete the survey which was emailed to all board members.
- *Monica asked the board to approve the receipt of a check for \$10,000 from the estate of the late George Byron Fisher. Motion: M. Rockwell; 2nd C. Shoemaker. Unanimous.*
- Monica asked the board for approval to purchase a set of retractable belt stanchions. It was suggested that Amazon and other sites be considered in order to defray high shipping costs. *Motion: M. Rockwell; 2nd M. Ebersole. Unanimous.*
- Chris touched upon the new sidewalks on both sides of Main Street and the timing coinciding with the county's repaving project. He also noted that the first coat of asphalt on the driveway, including the widening of the entrance off of Old Goodrich, is now complete. Lastly, he mentioned that the Sheridan Drive project is in the works and will result in Sheridan Drive going down to one lane in either direction with added bike lanes.

Next Meeting and Adjournment:

- Our next meeting will be held on Monday, October 22nd at 7:15 p.m. The public is invited to attend. This meeting was adjourned at 8:55 p.m. *Motion: M. Ebersole; 2nd M. Rockwell. Unanimous.*

Submitted by: M. Mogavero