

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

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

Excused: Joan Schultz

Minutes: Minutes from January 22, 2018 approved. *Motion: M. Ebersole; 2nd C. Shoemaker. Unanimous.*

President's Report:

- **Friends** - A discussion took place regarding the continuation of the basket raffle. It was agreed to continue, however, the group will be looking to provide another 'large' basket since the Lego basket was so popular this time around. Chris suggested a 'ball' basket filled with all types of sporting balls. He also noted that lottery ticket baskets are also very popular. The book sale will be held the first weekend in May. The shed is under construction and the concrete pad has been poured.
- **ACT** - The annual Trustee workshop will be held on March 10th at the downtown library. Monica and Judy will be attending; Anita stated that she'll try to attend.

Approval of Claims:

- The board reviewed checks written for February for both the County and Trustee accounts.
- A motion was made to approve the Abstract of Audited Vouchers for County Checking Account: 5C, 6C and 7C - *Motion: A. Ballow; 2nd M. Mogavero. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees Checking Account: 4T, 5T, 6T and 7T - *Motion: C. Shoemaker; 2nd A. Ballow. Unanimous.*

Director's Report:

- **Budget** - Monica noted that a total of \$19,195.29 was returned to the county as per the annual return to system. The amount is determined by subtracting directed expenditures from total income. However, as there is currently not enough money in the checking account, Monica noted that the monies will have to be transferred from savings.
- **Extra Funds** - Monica announced that our library was given \$750 from Central Library (from fundraisers) with the caveat that the monies be used for direct patron use. If funds are used by a particular date, an extra \$250 is available for same use. As of now, \$349.08 has been used for craft supplies and items for Mad Hatter Tea. Monica asked for approval to reimburse Sarah for said supplies. *Motion: M. Rockwell; 2nd A. Ballow. Unanimous.*
- **Circulation and Statistics** - Monica noted that both are still down across the system, but it now appears that there is an upswing. The good news is that Clarence was ranked 3rd in the system last week. It was also agreed to that the new 'one time' log in for WiFi is probably affecting numbers.
- **Programs** - Monica stated that our meeting rooms are heavily used each month and this past month saw a total attendance of 639 for all programs and events.

- **Buildings and Grounds** - Apparently the new doors are still experiencing major 'groaning' issues and despite service calls, the doors are still not operating properly all of the time. Mike has been using lithium grease which helps. Discussion ensued about the garbage issue. Monica completed a cost comparison for various vendors, but as Mike is okay with the current set-up, as well as has a special needs student helping him once a week, it was decided to table this issue for the time being.
- **India Association of Buffalo** - Monica stated that the India Association of Buffalo donated a large amount of books to the Central Library. Central, in opting to share these books, selected Clarence as one of the libraries allowed to do so. Monica and Sarah visited Central to select the books and, in turn, are now planning some fall events centering around these books.
- **Children's Reading Garden** - Monica noted that this group will be reconvening on March 15th.
- **Programming** - Monica spoke about the number of successful programs this month including the Mad Hatter Tea Party held in conjunction with help from Clarence HS's National Art Honor Society; chess clinics; One Community, One Book's movie showing of A Farewell to Arms; and other on-going opportunities.

Public Comment:

- A discussion took place regarding the rotting windows. Some windows have been replaced but the manufacturer is refusing to do anything about the others.
- M. Ebersole asked that the board recognize and commend library employees **Sarah McLean-Plunkett** and **Justin Carpenter** for always doing such a great job.

Unfinished Business:

- Further discussion took place regarding tutors, quiet spaces and complaints from one particular patron - Stephen Keith. It is felt that Monica has done a number of things to appease the patron, however, with the number of people in the library at any given time (especially after school) and the acoustics, it is impossible to create a completely quiet environment. Separate quiet areas have been designated (although someone is ripping up all the signs), and Monica has developed a new tutor policy which, it is hoped, will help with this issue. The policy was reviewed and approved by the board. *Motion: M. Rockwell; 2nd M. Ebersole. Unanimous.*

New Business:

- Monica informed the group about a number of recent thefts from libraries throughout the system. Due to the astute observation of two of our employees/pages, the thief was identified and caught and will appear in Clarence Town Court later this month.

Next Meeting and Adjournment:

- Our next meeting will be held on Monday, March 26th at 7:15 p.m. The public is invited to attend. This meeting was adjourned at 9:05 p.m. *Motion: M. Ebersole; 2nd M. Mogavero. Unanimous.*