

Clarence Public Library  
Board of Trustees Minutes  
January 22, 2018

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

**Minutes from November 27 2017 were approved;** *M. Mogavero, 2<sup>nd</sup>, J.Schultz, Unanimous*

**President's Report:**

**Friends-** The basket raffle raised \$980.00, not as much as previous, but fewer baskets this year. They are planning a book sale the 1<sup>st</sup> week in May, with the bag sale on May 5. The Friends are in the process of paying for supplies for the library. They are also creating their own Facebook page, along with a opening a Gmail account.

**ACT-** Judy and Monica attended the meeting at Tonawanda Library. Jeanine Doyle made an excellent presentation on evaluations and contracts. The meeting in March will be at Central and a tour of the WWI exhibit will also be included. May 5<sup>th</sup> meeting will be at North Collins, and will be the kick off of One Community One Book. *A Farewell to Arms* has been chosen, which will highlight the lost generation, and the Donut Girls.

**Approval of Claims-**

The board reviewed the checks written for November, December and part of January, and Monica explained the following: Explore and More provided two days of Graham cracker gingerbread house construction. Monica felt this event was costly and possibly can be done on our own next year. Monica purchased a package of personnel posters for employee education, which included OSHA, Federal and State regulations. A pair of boots were purchased for Mike at Hectors Hardware for \$29.99:

A motion was made to approve the Abstract of Audited Vouchers for the County Checking Account November and December 2017: 44C, 45C, and January 2018: 1C, 2C, 3C, 4C;

*Motion to approve payment of bills: M. Rockwell, 2<sup>nd</sup>- J. Schultz, Unanimous*

A motion was made to approve the Abstract of Audited Vouchers for the Trustees Checking Account November and December 2017: 35T, 36T, 37T, 38T, and January 2018: 1T, 2T, 3T;

*Motion to approve payment of bills: M. Rockwell, 2<sup>nd</sup>- A.Ballow, Unanimous*

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

Monica stressed the importance of advocacy. Assemblyman Norris will be at the library February 16<sup>th</sup> at noon. Since the governor has proposed a big cut, it is very important to spread positive information and inform all that a library is educational and vital to the community.

**Building/Grounds-** Mike fell in a ditch that was covered with snow, while taking the garbage to the dumpster. Both the Board and Monica feel it is unsafe for Mike to have to walk the garbage to the dumpster located on the Trooper Barracks. Both Judy and Monica spoke to Pat Casilio, but he explained it would cost \$250 for the Parks department to pick up the library's garbage and therefore having Mike do this task this saves money. Monica is going to contact Central for legal advice. An accident report was filled out and send to Town Hall and to Central. Michele asked if we could find out the price of garbage pick up for the library.

Continual problems with the boiler; it is always tripping.

Problems with the new front door, which sticks when icy and Mike now knows how to fix it.

**Circulation-** has been trending downward. Monica feels the key to bringing up the circulation is community outreach. She will be going to Winterfest. Jeremy will push into the Middle School to increase awareness of the many different features the library provides. In order to increase circulation, we need to get patrons in and utilize materials/books. E-books have hurt our statistics as well. We do not get credit for E-book checkouts. Monica explained that certain programs cost a lot and take a lot of time. She is encouraging employees to think of ways to provide same type of programs for better quality with lower cost.

**Programs/Events-** Monica is currently working on spring series and gardening events.

**Staff and Volunteers-** After 4 ½ years Josh Benson has left his position and Krista Belling will be the new page in February.

Students from Clarence will be assisting with the Mad Hatter Tea Party on February 20.

Tax prep begins and forms will be available online soon.

**Public Comment-** none

#### **Unfinished Business-**

**Quiet Zone-**Monica received another email from Stephen Keith regarding the noise level in the library. The board discussed talking to the tutors and asking them to assist with the rules and to help with keeping the noise level down, maybe having them fill out a questionnaire. The board also discussed the possibility of bringing in an outside consultant to review the library layout and conduct a space study to make the Quiet Zone less noisy. A glass partition/wall to act as a sound barrier might be a good idea to look into. JBR library is looking into a construction grant and Monica will also check to see if our library will qualify for one as well.

**Library Credit Card-** Monica contacted The Bank of Akron and will be able to obtain a Clarence Public Library Credit card with a \$2,500.00 credit limit. There will be no interest Monica and Judy will be able to sign for the card. This credit card will be used for purchases Monica will not be able to use a check or cash. Any purchase over \$500.00 will need to be approved by the Library Board.

*A motion to approve a credit card for the Clarence Public Library, with a \$2,500.00 credit limit, through The Bank of Akron, was made: M. Rockwell, 2<sup>nd</sup>- M.Ebersole, Unanimous*

#### **New Business**

**Performance Evaluation-** Monica read through her self -performance evaluation. She discussed future goals community outreach and developing a positive relationship with the Clarence schools. Also, Monica would like to pursue the Dale Carnegie leadership books. Judy then reviewed the Board's performance evaluation of Monica and it was a higher score but did similar goals as Monica's evaluation; the Quiet Zone, the garbage issue, and the use of library space.

**Re-Affirmation of positions-** All individuals will remain Trustees on the Clarence Library Board. Judy will continue as President, Mike as Vice President, Marjorie as Treasurer. Michele will replace Anita as Secretary.

Monica handed out the Annual Disclosure Statements to the Board members and all were signed and returned to Monica.

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

The next meeting will be held Monday, February 26, 2018 at 7:15pm.