

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

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

Minutes: Minutes from March 26, 2018 approved. *Motion: C. Shoemaker; 2nd M. Rockwell. Unanimous.*

President's Report:

- **Friends** - Gearing up for book sale. Friends Night will be 5/2 and bag sale will be held on 5/5.
- **ACT** - The upcoming meeting scheduled for May 5th at the Collins Library has been canceled due to numerous factors.

Approval of Claims:

- The board reviewed checks written for March for both the County and Trustee accounts.
- A motion was made to approve the Abstract of Audited Vouchers for County Checking Account: 10C through 14C - *Motion: A. Ballow; 2nd J. Schultz. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees Checking Account: 14T through 17T - *Motion: J. Schultz; 2nd A. Ballow. Unanimous.*

Director's Report:

- **Budget** - 2018 payroll currently has a negative balance of \$1187.03.
- **Circulation and Statistics** - Monica noted that both are still down across the system, but Clarence was still ranked 7th across the whole system. First quarter numbers show 3359 attendees across 175 programs and meetings.
- **Programs** - Monica noted that the popular craft club has quadrupled and the Fairy Garden program is now very popular as well. Many events are coming up relative to One Community One Book (OCOB) and registration for toddler time had to be closed off due to high volume. OCOB kicks off on May 5th downtown, with WWI Day. Paula's Donuts will be donating a large number of donuts. The OCOB committee is now looking towards next year and planning on highlighting a female author like Lauren Belfer. (See attached for OCOB's calendar of May events.) Monica noted that she and/or her staff continually email event notifications to local officials and the group further discussed how to disseminate information and improve attendance. It was suggested that the library offer the chance to win something (gift card, book, etc.) on social media to those willing to 'Like' and 'Share' our page.

Public Comment:

- M. Rockwell stated that he walked the grounds of the library and noted that a bench is located where it's not possible to sit on it; bricks need updating and a pergola would be nice for the Children's Garden to help provide shade.

Unfinished Business:

- Monica asked the board to approve the purchase of a number of necessary supplies with monies from the Ranzenhofer Aid. Specifically, 5 iPads ((\$1495), Button Maker (\$229.95) and an a/v screen (\$500). *Motion: M. Mogavero; 2nd A. Ballow. Unanimous.* After some discussion, the motion was amended to include up to \$300 for necessary supplies for the button maker, for a maximum expenditure of Ranzenhofer Aid funds of \$3000. *Motion: M. Rockwell; 2nd C. Shoemaker. Unanimous.*

New Business:

- State Report - The board read through the report. Motion to approve was unanimous.
- Comptroller's Report - The board read through the report. No action was necessary.
- J. Hilburger asked Chris Greene about the 'Conflict of Interest' letter that was sent out from the town. Chris noted that this is an explanation of existing procedures.

At this time, the Board of Trustees went into Executive Session: 8:47 p.m. to 8:52 p.m.

- Monica asked the board to approve allowing the new librarian trainee to act in full capacity as librarian to be in charge of the building when need be. *Motion: M. Mogavero; 2nd J. Schultz. Unanimous.*

Next Meeting and Adjournment:

- Our next meeting will be held on Monday, May 21st (a week earlier due to holiday) at 7:15 p.m. The public is invited to attend. This meeting was adjourned at 9:00 p.m. *Motion: M. Ebersole; 2nd C. Shoemaker. Unanimous.*

Submitted by: M. Mogavero