

**CLARENCE TOWN LIBRARY
BOARD OF TRUSTEES MINUTES
February 25, 2019**

Present: Monica Mooney, Judy Hilburger, Joan Schultz, Marge Ebersole, Michele Mogavero, Anita Ballow and Michael Rockwell

Excused: Christopher Greene, Carey Shoemaker

Minutes: Minutes from January 28, 2019 approved. *Motion: M. Ebersole; 2nd J. Schultz. Unanimous.*

President's Report:

- **Friends** - Judy announced that the group had just met that evening and new members were introduced as was the new treasurer (Judy). The board also said farewell to Donna Fairlie as she is moving out of state. A goodbye party will be held on Thursday, 2/28 in the afternoon.
- **ACT** - Upcoming annual meeting is scheduled for March 2nd. Monica, Judy, Michele and Anita will be attending. The topic is on minimum standards. Attendance will fulfill the mandatory three hours of trustee yearly training.

Approval of Claims:

- The board reviewed checks written for January for both the County and Trustee accounts.
- A motion was made to approve the Abstract of Audited Vouchers for County Checking Account:
7C- through 11C - *Motion: J. Schultz; 2nd A. Ballow.. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees Checking Account:
7T through 12T - *Motion: M. Rockwell; 2nd M. Mogavero. Unanimous.*

Director's Report:

- **Budget** - Monica noted that we are pretty much on track and over \$16,000 was returned to the library system (overdue fines, etc.). John Benzee will be taking over Donna Fairlie's position and Monica is currently interviewing to fill the position vacated by John.
- **Circulation and Statistics** - Circulation is still down, as is the same throughout the system, however, the library was closed for 2 ½ days this past month due to the storm. Patron rank has slipped a bit, but there was a jump in computer access sessions. Wi-Fi is up 94.2% from last year at this time.
- **Programs** - There was a rededication ceremony for Flight 3407 on February 12th, the 10th anniversary of the tragedy. Meeting room usage is up due to AARP tax preparation and other successful programs this month were Paws for Love, Lego Grand Prix, Craft Club and a Mary Poppins Tea Party organized by Sarah. There is also a group of 4-6 patrons who regularly attend the English Conversation program. Upcoming events include gearing up for the 2020 Census, which can only be completed online, as well as MakerSpace for preschoolers.

Public Comment: N/A

Unfinished Business:

- Election of Officers - All current officers have volunteered to remain in their positions, although Michael announced that this will be his last year on the board. *Motion: J. Schultz; 2nd A. Ballow. Unanimous.*
- Whistleblower Policy - The group reviewed and voted on the policy, which includes a new Governance Committee, appointed by the President, as defined in the By-Laws. *Motion: M. Ebersole; 2nd M. Rockwell. Unanimous.*
- EEO/Anti-Harassment Policy - Policy was reviewed. *Motion: M. Mogavero; 2nd J. Schultz. Unanimous.*

New Business:

- Rules of Conduct - The group reviewed and voted to include a clause on prohibiting vaping and e-cigarettes. *Motion: M. Ebersole; 2nd M. Mogavero. Unanimous.*
- Meeting Room Policy - Reviewed and added a clause regarding prohibiting promotion, solicitation, etc. -- *"No products, services or memberships may be advertised, solicited or sold."* *Motion: J. Schultz; 2nd A. Ballow. Unanimous.*
- Carpet Cleaning - Monica received two quotes of \$2280 and \$1745. The group chose the latter submitted by Dennis Kane of Cleaner Carpets of Clarence. Money will come out of the operating budget and cleaning will take place in March. *Motion: M. Mogavero; 2nd A. Ballow. Unanimous.*

Next Meeting and Adjournment:

- Our next meeting will be held on Monday, March 25th at 7:15 p.m. The public is invited to attend. This meeting was adjourned at 8:45 p.m. *Motion: M. Ebersole; 2nd J. Schultz. Unanimous.*

Submitted by: M. Mogavero