

**CLARENCE TOWN LIBRARY
BOARD OF TRUSTEES MINUTES
January 27, 2020**

Present: Monica Mooney, Judy Hilburger, Anita Ballow, Michele Mogavero, Marge Ebersole, Marlene Arno, Joseph Zinni and Christopher Greene

Excused: Joan Schultz

Minutes: Minutes from November 25, 2019 approved. *Motion: A. Ballow; 2nd M. Ebersole. Unanimous.*

President's Report:

- **Friends** - Judy said that the group is doing well but the basket raffle was not as productive as in the past. The group is thinking of discontinuing the basket raffle and instead resurrecting the used bicycle sale. The book sale will continue, but there is still a major issue of what to do with the unsold books.
- **ACT** - Judy and Monica attended the meeting downtown, while Joan and Marlene attended at a satellite location (Williamsville). Marlene noted that their discussion differed from that of downtown and that there was also a problem with lack of handouts. Discussion took place regarding Trustee training - ACT meeting attendance should suffice for training obligation.

Approval of Claims:

- The board reviewed checks written for November and December, 2019 and January, 2020 for both the County and Trustee accounts:
- A motion was made to approve the Abstract of Audited Vouchers for County Checking Account: 37C - 41C - *Motion: M. Mogavero; 2nd J. Zinni. Unanimous.*
1C - 4C (2020) - *Motion: J. Zinni; 2nd M. Arno. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees Checking Account: 63T - 69T - *Motion: A. Ballow; 2nd J. Zinni. Unanimous.*
1T - 8T (2020) - *Motion: A. Ballow; 2nd M. Arno. Unanimous.*

Director's Report:

- **Financial** - Monica stated that the library is currently over target for staff by approximately \$1,361.71. The Annual Return to System will be sent soon from the Central Library. Payroll is also up due to minimum wage adjustments.
- **Policies and Procedures** - All updated policies and procedures received from Central are both online and in a binder accessible to all.
- **Circulation and Statistics** - Monica stated that circulation is down, but Clarence has moved up to 7th place. Patron visits are low but staff members are working on increasing said numbers. With tax season approaching, numbers will increase over the next few months. Public Access Computer Sessions are down but Wi-Fi is up. Over 10,000 people attended programs in our library in 2019!
- **Programming** - Monica and Jeremy have been working on purchasing all materials for STEM kits as well as developing policies and procedures for borrowing of such. Kits will have to be picked up and returned to the Clarence library. Monica and Sarah attended Winterfest and raffled off two Lego kits. There was a great turnout for the census recruitment. Monica and staff would like to create an e-newsletter which would be mailed out monthly. Monica asked for approval to subscribe to Adobe InDesign which would cost \$21 per month. The board approved a six-month trial subscription. . *Motion: M. Ebersole; 2nd J. Zinni. Unanimous.*

- **Issues** - The LED project is almost complete but there were four defective ballasts which resulted in irreparable damage to the new lights. It will cost \$450 to replace the lights and there was discussion as to who should pay for the replacements. Chris will talk to Tim as a decision needs to be reached soon and before the final work is completed. Lastly, Monica noted that the castle in the children's area is falling apart. It will be taken down and the Friends will be purchasing new items for that area including a table/mountain climbing piece of furniture.
- **Complaints/Suggestions** - Monica said that she received a complaint from a patron regarding stained carpeting. Monica said she explained to the patron that the carpeting is old and stain removal has been attempted but doesn't work well anymore. Furthermore, she let the patron know that we're currently working on a plan to have all carpeting replaced within the next two years. Monica said that these carpeting vendors are not being helpful and, in most cases, aren't even bothering to return her phone calls. The carpeting project will most likely end up being a capital improvement project with the town. In addition, Monica said that she also received a 'suggestion' from another patron regarding the installation of a coffee bar in order to make the library more welcoming. Monica explained that we're currently working on a library space redesign and a coffee bar may be a part of that plan.

New Business:

- **Election of Officers** - Judy discussed the timing for the election and upcoming changes to the board. The board is in need of a vice-president and Michele stated that she would like to step down as secretary. Judy asked that members contact her (Judy) if they're interested in one of those positions.
- **Disclosure Statements** - Monica passed out the disclosure forms which are required to be completed and signed by all board members every year.
- **Carpet Cleaning** - Although carpets will eventually be replaced, they are currently in need of a good cleaning. Monica needs to obtain three quotes and said that unless there are potential issues with a vendor, she is required to go with the lowest quote. The board agreed to increase the cleaning budget to \$2,500 this year. *Motion: J. Zinni; 2nd A. Ballow. Unanimous.*
- **Staff Development Day** - This year's event will take place on Wednesday, May 20th, from 8:30am - 4:30pm. Although Central and all city libraries will be closed for the day, Monica would like Clarence to be open for a half day from 2pm - 6pm. *Motion: M. Mogavero; 2nd M. Ebersole. Unanimous.*
- **New Website** - The B&ECPL has developed a new system-wide website. Monica explained how to access the site and noted that there are various sections, including one specific to our library, although it does not seem as user-friendly as the old site for staff uploading items onto the web page.
- **Reminder:** The Clarence Book Review for February will be led by B&ECPL director, Mary Jean Jakubowski, next Wednesday the 5th at 10:30am. Lunch will follow and the book to be reviewed is entitled, The Library Book.

Next Meeting and Adjournment:

- Our next meeting is scheduled for Monday, February 24, 2020 at 7:15 p.m. The public is invited to attend. This meeting was adjourned at 9:00 p.m. *Motion: M. Ebersole; 2nd J. Zinni. Unanimous.*

Submitted by: M. Mogavero