

**CLARENCE TOWN LIBRARY  
BOARD OF TRUSTEES MINUTES  
October 28, 2019**

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

**Minutes:** Minutes from September 23, 2019 approved with one change. (*KeyBank changed to Citizens Bank under Friends report.*) *Motion: M. Ebersole; 2<sup>nd</sup> M. Arno. Unanimous.*

**President's Report:**

- **Friends** - The group is in good shape and just completed another successful book sale (raised approximately \$4000). Judy stated that AMVETS has always picked up leftover books, but this year canceled at the last minute. The group is currently attempting to locate another organization who will not only accept the books, but will also pick them up. The AAUW will take them, but they would have to be delivered. Anita has a contact in the Buffalo Schools and will see if something can be arranged with them. Judy also mentioned that the group contributed \$3,400 to the library; monies which were primarily used for summer programs.
- **ACT** - Marlene attended this past meeting in North Collins on behalf of our board. She stated that there were three presentations, with one focusing on the upcoming census and the libraries' involvement. She also mentioned pending legislation regarding training for trustees and that the number of required hours has been dropped from twenty to two. One ACT meeting could suffice if legislation passes.

**Approval of Claims:**

- The board reviewed checks written for September for both the County and Trustee accounts:
- A motion was made to approve the Abstract of Audited Vouchers for County Checking Account:  
29C - 31C - *Motion: A. Ballow; 2<sup>nd</sup> J. Zinni. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees Checking Account:  
51T through 61T - *Motion: J. Schultz; 2<sup>nd</sup> A. Ballow. Unanimous.*

**Director's Report:**

- **Circulation and Statistics** - Monica stated that circulation is up by 3% with a maximum circulation of 764 on 9/3/19. Average circulation was 440 and we remain in 7<sup>th</sup> place within the system. Library visits are up by 2.4% but ranking is 11<sup>th</sup> place. Public access computer sessions are down (people tend to bring their own devices) but Wi-Fi usage is up 49.7%.
- **Financial** - We currently have positive ending balances in both 'system paid' and payroll budgets. The savings account balance is healthy as is the trustees account.
- **Programming** - This month saw more meeting room uses although fewer attendees overall.

**Public Comment:** N/A

**Unfinished Business:**

- N/A

**New Business:**

- *LED Project* - Monica said that she has met with Tim Lavocat and the town is on board for the conversion project. We need to move quickly as the deadline for monies is November 30<sup>th</sup>. Tim spoke with Ken Stone at Central and Tim will be looking at hiring outside electricians as the town doesn't have the capability or staff to do the conversion. There was a \$13,000 quote for the bulbs, but with rebates will end up in the \$10,000 range. That leaves almost \$10,000 for labor.
- *Carpeting* - Chris said that it would probably be 2021 at the earliest before the replacement can occur. Monica didn't have an opportunity to speak to the carpet representative prior to this meeting, but agreed that the proposed changes to the library layout will have to be finalized before the carpet can be replaced.
- *Library Layout Changes* - Sarah McLean-Plunkett gave a presentation on "*Imaginative Reuse of Traditional Library Spaces*" and provided handouts for proposed changes. She emphasized how the current reference section, which takes up a lot of usable space, is unused and outdated and provided some ideas for how the space can be reconfigured. Libraries are now focused on digital and experiential learning and spaces need to be reimagined if we are to get people back into the library.
- *STEM Kits* - Using donated monies from Pat Beris, in memory of her husband, former Clarence and Lancaster school teacher, Jerome Beris, Monica has requested approval to purchase items in order to create elementary-level STEM kits. Mrs. Beris' \$500, along with a generous \$1,000 donation by Erie & Niagara Insurance, will allow the library to create kits costing approximately \$150 to \$200 each. Some kit ideas include biology, simple machines, math, coding, electrical, astronomy, human anatomy and dinos and fossils. Monica will work with Central on cataloging. *Motion: M. Mogavero; 2<sup>nd</sup> J. Schultz. Unanimous.*
- *Macmillan Issue* - Monica explained the issue regarding the purchasing of eBooks from Macmillan Publishing. The inability to purchase multiple copies/licenses will be detrimental to the electronic library, with the publisher hoping it will create demand for actual books.
- *Christmas Party* - Library staff will once again be hosting a holiday party for volunteers. The party is scheduled for December 11<sup>th</sup> at 6:15 in the library and staff members will be contributing refreshments. Although not required, anyone attending is also welcome to bring a dish to pass.

**Next Meeting and Adjournment:**

- Our next meeting is scheduled for Monday, November 25<sup>th</sup> at 7:15 p.m. The public is invited to attend. This meeting was adjourned at 8:45 p.m. *Motion: J. Zinni; 2<sup>nd</sup> M. Mogavero. Unanimous.*

*Submitted by: M. Mogavero*