

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

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

Minutes: Minutes from October 28, 2019 approved with one change (misspelled word). *Motion:* M. Ebersole; 2nd J. Schultz. *Unanimous.*

President's Report:

- **Friends** - Judy noted that the leftover books are still in the vestibule, although a few boxes have been taken by various members. Our board members are asked to locate people/places who may want them. Judy said that the annual basket raffle is currently underway, with the drawing on the 13th. Once again, the door prize, a gift certificate to the Asa Ransom House, was donated by our trustees.
- **ACT** - No action nor meetings this month or upcoming.

Approval of Claims:

- The board reviewed checks written for October for both the County and Trustee accounts:
- A motion was made to approve the Abstract of Audited Vouchers for County Checking Account:
32C - 36C - *Motion:* J. Zinni; 2nd M. Arno. *Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees Checking Account:
62T - *Motion:* J. Schultz; 2nd A. Ballow. *Unanimous.*

Director's Report:

- **Circulation and Statistics** - Monica stated that circulation is okay, but visits are down. Wi-Fi use is up as are meeting room use and program attendance.
- **Financial** - There is currently a positive balance but that will change next month. Accounts are healthy and monies will need to be moved into the checking account for end-of-year system payback.
- **Programming** - December calendar is filled with numerous activities, programs and holiday events. (Please see calendar and website for more information.)

Public Comment: N/A

Unfinished Business:

- **Carpeting** - Monica has met with two different contractors, but has been told that, prior to getting any quote, she needs to provide exactly what type of carpeting is being installed. It was suggested that the long-range plan for altering library space be completed prior to finalizing any carpeting or flooring.
- **Library Space** - The goal is to update the library in order to become more user friendly and increase patron visits. Board members are asked to think about possible changes, which will be discussed during the next few monthly meetings.

New Business:

- *LED Project* - Mike and Monica went through the entire building, counting bulbs, and Mike was able to figure the length of time each bulb is actually being used. Figures were provided to Ken Stone who, using a computer program, was able to develop a cost analysis for usage and savings. If we proceed with this project, the library will see an annual cost saving of \$6,338.85, breaking even in five years. GraybaR will provide bulbs and the installer is CVM Electric. Most ballasts will be removed. Total cost of the project, after rebates, is \$23,471.70. It was decided that we should go ahead with this project and pay the \$3k+ overage out of the checking account. *Motion: M. Ebersole; 2nd A. Ballow. Unanimous.*
- *2020 Open/Close Dates* - The board reviewed and approved proposed dates. *Motion: M. Mogavero; 2nd M. Ebersole. Unanimous.*
- *Christmas Party* - The board was reminded of the annual Christmas party, being held on December 11th at 6:15pm in the library (RSVP requested); the holiday concert on December 12th and the ongoing basket raffle.

Next Meeting and Adjournment:

- Our next meeting is scheduled for Monday, January 27, 2020 at 7:15 p.m. The public is invited to attend. This meeting was adjourned at 8:27 p.m. *Motion: M. Ebersole; 2nd J. Zinni. Unanimous.*

Submitted by: M. Mogavero