

Clarence Public Library Board of Trustees Minutes

November 25, 2024 4:00 PM

Approved

Roll Call: The meeting was called to order at 4:00 PM by Judy Hilburger. A quorum was present.

Present: President Judy Hilburger; Secretary Marlene Arno; Treasurer Marjorie Ebersole; Trustee Dawn Olczak; Trustee Sue Powers; Trustee Susan Bielawski; Trustee Lisa LaTrovato; Director Monica Mooney; Town Board Liaison Bob Altieri

Excused:

I. Approval of Minutes

The October 28, 2024 minutes were approved. *Motion: Marge Ebersole 2nd: Sue Powers Unanimous.*

II. Approval of Claims

The board reviewed checks written in November 2024 from the County checking account. The board also reviewed checks written in October and November 2024 from the Trustee Checking Account.

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: *November, 2024 30c – 31c Motion: L. LaTrovato 2nd: D. Olczak Unanimous*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: *October & Nov, 2024 67t – 70t Motion: M. Arno 2nd: S. Powers Unanimous*

III. President's Report

- **ACT** – Meeting occurred On October 19th and covered information on the Budget Process. Minutes are available online. Additional meetings are expected in March, May and September but are not yet scheduled. March 22, 2025 was mentioned.
- **Friends** – Nominations are due by Friday December 13, 2024 on the Clarence Chamber of Commerce website

IV. Director's Report

- **Grant application** – submitted to Clarence Community Foundation for \$500 for books for upcoming programs; working on grant from B&ECL for Equipment and technology presented in tiers \$5,000; \$10,000; \$15,000 due January 7, 2025.
- **Donations** – up in October
- **Circulation** - -2.1% in Oct 2024; 9th in B&ECL system (19,708)
- **Library Visits** - The CPL had 6,911 library visits in Oct, 2024 and ranked 10th in the system.
- **Wi-Fi Usage** – up +8.1% in October 2024
- **Program Highlights** – Adult programming and Children's programming are being increased.
- **Special Events - Bookmarks** (book discussion group), **JASNA** Group (Jane Austen novels) and **A Study in Sherlock** continue to excite new attendees. Planning for **World Literacy Day** is in early stages.

- V. **Liaison Comment** – Bob reviewed the most recent work by the Town on the Boiler and HVAC system as well as, the sidewalk cutting that will help patrons with mobility access needs . He also updated the Trustees on the progress of the patio at the Town Park Clubhouse and the Lions playground Project.

VI. Public Comment – none

VII. Unfinished Business

- **New Trustee Search** – Trustee applicants, Susan Bielawski and Lisa LaTrovato are welcome additions for board appointment for vacant positions.
- **Library Community Survey** – M. Mooney, Library Director, prepared an instrument that is being shared with the community for guidance moving forward.
- **Phone System** – The current system is no longer being supported by the vendor and will need to be updated this year as all support will end on 12/31/24. The Board will be updated as options are reviewed by the Director.
- **Building/Maintenance Issues:**
 - **Boiler & HVAC** – October 2024 -The replacement boiler unit is scheduled for installation over a period of 4-6 weeks beginning in October-November. Fortunately, the weather has been mild in October while the building is without heat.
 - November 6, 2024 – replacement has been completed of the boiler and compressor and assorted plumbing. We expect 50% of the approximately \$900,000 costs to be covered by a grant applied for previously.

VIII. New Business

- **Welcome New Trustees**
- **Petty Cash Policy** – Policy was reviewed by the Board and a minor addition was suggested. *Motion to accept Draft with suggestion in paragraph 2 to add “Friends” before “money collected” and delete ‘held within the library.’ Motion: M. Arno 2nd: S. Bielawski Unanimous*
- **Policy Review Schedule** – Monica provided a schedule for the policies that need to be reviewed for currency, adequacy and relevance in 2025..

IX. Next Meeting

The next Trustee meeting is scheduled for January 27, 2025 at 4:00 (a change from 4:30). The public is welcome to attend.

X. Adjournment

The meeting was adjourned at 5:49 PM. *Motion to adjourn. Motion: M. Ebersole 2nd: S. Powers unanimous*
