

# Clarence Public Library Board of Trustees Minutes

January 27, 2025 4:00 PM

draft

Roll Call: The meeting was called to order at 4:05 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 November 25, 2024 minutes were approved. *Motion: Marge Ebersole 2<sup>nd</sup>: Lisa LaTrovato Unanimous.*

## II. Approval of Claims

The board reviewed checks written in December 2024 and January 2025 from the County checking account. The board also reviewed checks written in December 2024 and January 2025 from the Trustee Checking Account.

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: *December, 2024 32c – 34c Motion: M. Arno 2<sup>nd</sup>: D. Olczak Unanimous*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: *December, 2024 71t – 75t Motion: L. LaTrovato 2<sup>nd</sup>: S. Bielawski Unanimous*
- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: *January, 2025 1c Motion: L. LaTrovato 2<sup>nd</sup>: S. Powers Unanimous*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: *January, 2025 1t – 5t Motion: S. Powers 2<sup>nd</sup>: S Bielawski Unanimous*

## III. President's Report

- **ACT** – Meetings are expected in March, May and September but are not yet scheduled. March 22, 2025 was mentioned as a possible date. M Mooney did extend an offer to the B&ECLS to use the Clarence Public Library (CPL) for a future systemwide meeting. These meetings rotate throughout the system and contract libraries and attendance counts toward completion of the mandatory continuing education state library trustee requirement.
- **Friends** –The Clarence Chamber of Commerce announced their Annual Awards and the CPL Friends were not on the 2025 Award list despite the many nominations from the community. The Friends are planning for the Spring Booksale in May and scheduling other fundraising events.
- **Trustee Handbook Bookclub** – In 2025, four sessions (Jan 22, April 30, July 15 and Nov 18) will be available. Recordings of previous sessions and registration for upcoming ZOOM meetings is available at [midhudson.org](http://midhudson.org). Attendance at these sessions also counts for continuing education credit. Certificates of completion have been provided for LIVE attendance. A self-reporting form is available from M Mooney for other reporting.

## IV. Director's Report

- **Grant application** –1) M Mooney was awarded \$500.00 from the Clarence Community Foundation for books for upcoming programs (World Book Day, Transcendentalism on the

trails) ; 2) an Equipment and technology grant application for \$10,251.97 from the B&ECLS for creation of an IDEA lab is pending a March announcement.

- **Donations** – A detailed list is available in the Director’s Report
- **Circulation** - The CPL was ranked 10<sup>th</sup> in the system for November, 2024 and 8<sup>th</sup> in December 2024
- **Library Visits** - The CPL had 5,411 library visits in Nov, 2024 and ranked 11<sup>th</sup> in the system in both November and December 2024
- **Partnerships** – 12 organizations used the meeting spaces in November and December.
- **Special Events - Bookmarks** (book discussion group), **JASNA Group** ( Jane Austen novels) and **A Study in Sherlock** continue to excite new attendees at their monthly meetings. Winterfest (Jan 25); Lunar New Year Event (Jan 29); National Puzzle Day (Jan29); and an abundance of children’s programs; Clarence Small Business Program (Dec 17); Greg Kinal’s Duty and Honor: A Tribute to Veterans
- **Installation of a new Water Fountain** – with water bottle refill station. (mid Dec)
- **Library Survey Results Update** - 154 responses, A detailed report was reviewed.
- **Return to System Financial Report** – This report is a bit late but the budget passed with the 4.3% increase proposed. This means small contractual hourly increases for some staff and \$1,000 each for programs and repairs

V. **Liaison Comment** – B Altieri reviewed the most recent work by the Town on the Humidifier and informed the Board of the recent transfer of \$45,000 to the Library Account by the town. Bob will look into the uneven heating/cooling in the 2 meeting rooms and coordinate with M. Mooney.

VI. **Public Comment** – none

VII. **Unfinished Business**

- **Phone System** – 11/25/25...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.
  - 1/27/25... replacing the SANGOMA switchbox is being explored (\$7,000-\$8,000). The original phone system will continue to work until it breaks down.
- **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.
  - January 27, 2025 – Heating extremes in room 2 and uncomfortably cold in room 1 are occurring simultaneously in the 2 meeting rooms. Efforts are continuing to fix the issue.

VIII. **New Business**

- **Annual Trustee Paperwork that must be completed**
  - **Library Conflict of Interest/Disclosure Statement** – These forms were distributed at the meeting by M. Mooney and completed in person by all trustees and collected by the Library Director.

- **The Town of Clarence Conflict of Interest Disclosure and Allegiance postcard** – These forms were mailed to all trustees and are due to the Town Clerk by the deadline indicated in your letter.
- **Election of Officers** – A suggestion was made by a trustee to share the vice-president role as a means to learn and grow professionally. The discussion which followed covered the following points: The Bylaws do not state the Executive Roles as co or shared but as traditionally singular titles, the duties of a vice-president are minimal and do not warrant multiple people, the vice-president is necessary in the event the President is unavailable and the current President has never been unavailable. The full board is 7 members and conducts all business as a ‘committee of the whole’ encouraging a more open exchange of views. The question was called.
  - The slate of candidates was as follows:
    - To fill the vacant vice-president – Marlene Arno
    - To replace the retiring Secretary (Marlene Arno) – Sue Powers

*Motion: To elect Marlene as Vice-President. A Roll Call vote was held. 5 Ayes (L LaTrovato, M. Ebersole, S. Bielawski, M. Arno, J Hilburger) .... 2 No's (S. Powers, D. Olczak)*

- **Bylaws Update** – The meeting time was changed to allow more time to complete the business of the Board ... This change was originally probationary but it seems to be in the best interest of all to become permanent.

*Motion: To change meeting time to 4:00 from 4:30 M. Arno 2<sup>nd</sup>: S. Powers*

## **IX. Next Meeting**

The next Trustee meeting is scheduled for February 24, 2025 at 4:00 (a change from 4:30). The public is welcome to attend.

## **X. Adjournment**

The meeting was adjourned at 5:48 PM. *Motion to adjourn. Motion: M. Ebersole 2<sup>nd</sup>: M. Arno unanimous*

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