

Clarence Public Library Board of Trustees Minutes

April 22, 2024 4:30 PM

Approved

Roll Call: The meeting was called to order at 4:30 PM by Judy Hilburger. A quorum was present.

Present: President Judy Hilburger; Vice-President Joseph Zinni; Secretary Marlene Arno; Treasurer Marjorie Ebersole; Trustee Dawn Olczak; Trustee Sue Powers; Town Board Liaison Bob Altieri; Director Monica Mooney

Excused:

I. Approval of Minutes from March 25, 2024

The minutes were approved with edits. *Motion: J. Zinni 2nd: D. Olczak Unanimous.*

II. Approval of Claims

The board reviewed checks written in April 2024 from the County checking account. The board also reviewed checks written in February 2024 and March 2024 from the Trustee Checking Account.

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: 12c – 13c *Motion: J. Zinni 2nd: M. Arno Unanimous*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 18t – 23t *Motion: S. Powers 2nd: M. Arno Unanimous*

III. President's Report

- **ACT** – The ACT Meeting is May 4 at the Grand Island Library.
- **New Trustee Search** - The opening is posted on the town website.
- **Friends** – The next book sale is scheduled for May 1-4, 2024. The Friends are ready, advertising is readily available. Setup on Friday night and Saturday all day. Arrangement made for Vets to pick up unsold adult books and Teachers Pet will pick up unsold child and youth books after the sale.

IV. Director's Report

- **Circulation** - The Clarence Public Library (CPL) was ranked 7th for circulation in March 2023 (22,164) and 10th in March, 2024 (20,345)
- **Library Visits** - The CPL had 6,563 library visits in March, 2023 ranking CPL 10th in the system. In March, 2024 CPL ranked 11th and had 8,033 visits. The 22.4% increase was due to the distribution of over 3,500 eclipse glasses in February and March.
- **Program Highlights** – Many exciting programs were offered with activities for all age groups. Miss Sarah's story times, play dates and craft programs (Crack the Code Egg Hunt, Spring Cookie Decorating, Rangoli & Egg Decorating) continue to be very popular as are the Bookmarks Book Club and the Sherlock Discussions. Program attendance is steady and continues to grow. Over a dozen outside organizations used the library meeting rooms in March.
- **Special Events** --DIA Day of the Child, A Celebration of Oz, Great Wall of China, several Solar Eclipse Events
- **Seed Library** – Over 1,900 seed packets distributed so far this season.

V. Public Comment -

VI. Liaison Comments – Bob reported that Tim Lavocat is collaborating with 2 consultants about our HVAC needs. He is aware of multiple price options available from Waste Management. He also reported the town is working with a consultant for garbage pick up for residents. He will continue to keep us informed of all projects that may impact the library.

VII. Unfinished Business

- **Election of Board President** – *Motion to correct interpretation of election procedure by having another election for Board President Judy Hilburger. Motion: J. Zinni 2nd: M. Ebersole unanimous*
- **Building/Maintenance Issues** – Monica requested confirmation on March 30, 2023 of the town's approval to proceed with the application and development of a grant from the **NYS Library Construction Grant Fund for a new HVAC system**. This award could cover 50% of the costs, Tim Lavocat, Town Engineer, in April 2023 cautioned that the town needed to do an evaluation of the needs.
 - Town approval for participation in this grant was received in May 2023.
 - Monica is continuing to seek this funding which would involve all or part of an HVACR replacement (a seven figure cost). Unfortunately, the required reports have not been received and the September grant deadline has been missed. The CPL board and the B&ECLS are concerned that the NYS funding may not be available much longer and are urging libraries to submit by the scheduled guidelines. This funding source is critical to the health and safety of library staff and guests as the HVAC is unreliable.
 - While the Director awaits the Town Evaluation of Need reports, additional service/repair support documentation is being collected.
 - In February 2024, Monica exchanged several emails with Andrew Wiede, Coordinator of the Library Construction Aid program, regarding the grant funding timeline (begins with application and needs documents) and maximum award (50%) for this project. Details are available in the February 26, 2024 Director's Report.
 - On March 4, 2024 Town Engineer Tim Lavocat was in the library with an outside Engineer from Rochester for the investigative phase for the new HVAC system. Tim will advise Monica when he has the scope and cost proposal for this initial phase, so she can prepare and submit the NYS Library Construction Aid Grant application.
 - Update on HVAC Project from Tim Lavocat 4/12/24. Tim recently contracted with 2 consultants to perform the final assessment and feasibility study to determine best options for the HVAC system improvements/replacement and ultimately a preferred solution. As he moves through this process, Tim will keep Monica informed on when he needs to access the building and then ultimately what the findings are and a path forward to an actual project. The consultants plan to get started soon.
- **Boiler Issues** – Issues of the boiler not working occurred the weekend of November 18-19. The lack of heat caused leaking of the pipes which, in turn, caused a couple ceiling tiles to leak. These leaks were in the same areas as last year, adult fiction and near the Children's computers. For health and safety, the areas were cordoned off with caution tape and cones. Monica worked with Aaron, the Parks Department, Dan Michnik, Tim Lavocat and Town Hall to get the issue addressed. The boiler part was repaired on November 20. D.V. Brown and Stark Tech (formerly U & S Services) were scheduled to check the settings and software program that controls the HVACR.
 - **Continued issues with boiler** – During December 2023 both D.V. Brown and U&S Services spent several days attempting to deal with the major mechanical and software issues. Some problems appear to be fixed but others remain: Smell of gas,

lengthy time for boiler to start up in the morning; ceiling leaks when interior temp drops into low 60's; 'flame failure' error code requiring close monitoring.

- **Ceiling Tiles** – The water damaged ceiling tiles from the December leaks were replaced on January 30, 2024. Thank you, Clarence Parks Department.
- **Snow Storm** - The library closed early on January 17, continued closed on January 18th due to loss of power. The power returned on January 19 when the library re-opened. The phone service (Spectrum) was out for several days. In January 2024, the boiler failed several times (flame failure) and the Parks dept was called to restart the boilers. The Friends purchased three space heaters for staff to survive the cold.
- **Gas Smell** – Issues continue and town responds to calls.

VIII. New Business

- **Approval of State Report** - *Resolution adopted by J. Hilburger to approve State Report with unanimous Board Support.*
- **RFP – Portable Steam Cleaner** – *Motion was made to approve expenditure of \$1,059 from operating funds for purchase of replacement cleaner. Motion: S. Powers 2nd: D. Olczak Unanimous*
- **RFP- (2) Dell Laptops for programming/meeting room use** - *Motion to purchase 2 new Dell laptops for library programs using operating funds. Motion: J. Zinni 2nd: D. Olczak*
- **Director Evaluation** - The forms were distributed to trustees for their review. Brief discussion about the complexity of the document and the process options.
- **New Trustee Search** – Application forms are available at the Town Hall, at the Library, and online. Information is posted on Town website.

IX. Next Meeting

The next Trustee meeting is scheduled for May 20 at 4:30. The public is welcome to attend.

X. Adjournment

The meeting was adjourned at 5:59 PM. *Motion to adjourn. Motion: M. Ebersole 2nd: M. Arno Unanimous*
