

Clarence Public Library Board of Trustees Minutes

May 20, 2024 4:30 PM

Draft

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

I. Approval of Minutes from April 22, 2024

The minutes were approved with edits. *Motion: M. Ebersole 2nd: J. Zinni. Unanimous.*

II. Approval of Claims

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

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: 14c – 17c *Motion: J. Zinni 2nd: S. Powers Unanimous*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: 24t – 28t *Motion: S. Powers 2nd: M. Arno Unanimous*

III. President's Report

- **ACT** – The ACT Meeting was May 4 at the Grand Island Library. Marlene, Sue and Dawn attended. John Spears slide presentation is available on the ACT website.
- **Friends** – The book sale on May 1-4, 2024 was a big success. The Friends have arranged for BW BBQ to host a chicken BBQ from 3:00 to 6:00 on July 18...plan on dinner out!!

IV. Director's Report

- **Annual Financial Report to the state** (Comptroller's Office) filed.
- **Circulation** - The Clarence Public Library (CPL) was ranked 10th for circulation in April 2023 (20,105) and 8th in April, 2024 (20,610)
- **Library Visits** - The CPL had 6,496 library visits in April, 2023 ranked 11th in the system. In April, 2024 CPL ranked 11th and had 7,127 visits.
- **Program Highlights** – Many exciting programs were offered with activities for all age groups. Miss Sarah's story times, play dates and craft programs (face painting, culturally fun crafts) continue to be very popular as are the Bookmarks Book Club and the Sherlock Discussions. Program attendance is steady and continues to grow. Over 16 outside organizations used the library meeting rooms in April.
- **Special Events** –Hispanic Heritage Council Guitar Initiative; Girl Scout Badge Tour Event ; Class visit Clarence Center Elementary 4th Grade; Lusitania Presentation by Greg Kinal.
- **Community Service Help** – Monica coordinates tasks and monitors individuals (2) assigned to the Library.

- V. **Liaison Comment** - Bob toured the grounds with Jason Holden, Town Parks Supervisor. Jason advised that the department was down to 17 of their usual 21 employees. He did confirm that the curbs

would be shaved, access to the storage area would be improved, weeds would be cleaned up and repairs would be made around the fountain.

VI. Public Comment - none

VII. Unfinished Business

- **Director Evaluation** – Monica’s Last formal evaluation was in 2017. In May, 2024 the system evaluation forms were distributed to trustees for their review. A brief discussion was held about the complexity of the document and the process options. The B&ECPL system would like to return to an Annual Evaluation. Monica was requested to provide her goals.
- **New Trustee Search** – ongoing. – Application forms are available at the Town Hall, at the Library and online. Information is posted on Town website.

- **Building/Maintenance Issues:**
- **HVAC** – 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 M Library Construction Grant Fund for a new HVAC system*. This award could cover 50% of the project 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.
 - On May 16, 2024 Monica met with Tim Lavocat, Town Engineer, and Bob Altieri, Town Councilman and Library Liaison for an update on this project. The September 3rd Grant application deadline is approaching. Currently, the project is in the study phase with 80% of the report complete. Soon the project will shift to the options phase to determine the best solution for replacement of the HVAC system. Then will come the non-binding cost estimates from contractors. When this information is available, the Director will be able to prepare and submit the grant application by the due date of September 3, 2024

- **Boiler Issues** – Issues of the boiler not working occurred the weekend of November 18-19, 2023. 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 HVAC.
 - **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-se t 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

- **Ethics Policy** – Monica suggested a wording change. Discussion followed. Trustees will vote on any policy change net meeting.
- **Review of Bylaws** – no changes proposed.

IX. Next Meeting

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

X. Adjournment

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