

Clarence Public Library Board of Trustees Minutes

October 28, 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; Director Monica Mooney

Excused: Town Board Liaison Bob Altieri

I. Approval of Minutes

The September 23, 2024 minutes were approved. *Motion: Sue Powers 2nd: Dawn Olczak Unanimous.*

II. Approval of Claims

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

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: *October, 2024 28c – 29c Motion: S. Powers 2nd: M. Arno Unanimous*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees checking account: *September and October, 2024 55t – 66t Motion: M. Arno 2nd: D. Olczak Unanimous*

III. President's Report

- **ACT** – Meeting occurred On October 19th and covered information on the Budget Process. These sessions were attended by M Arno, J Hilburger, D Olczak and S Powers. Additional meetings are expected in March, May and September but are not yet scheduled.
- **Friends** – The Annual Fall Book Sale occurred October 23-26, 2024 and was a great success. Leftover books were donated to the Vietnam Vets and child and young adult books were donated to Teacher's Pet.
- **Trustee Book Club** – “Governance Structures: The Role of Board Officers and Board Committees” was the October 15th topic. Presentations are available online.

IV. Director's Report

- **Circulation** - 21.1 % increase in Sept, 2024
- **Library Visits** - The CPL had 5,714 library visits in Sept, 2024 and ranked 10th in the system.
- **Concrete Walkway** - Work was completed on the concrete walkway to the storage shed.
- **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.

V. **Liaison Comment** - none

VI. **Public Comment** – none

VII. **Unfinished Business**

- **New Trustee Search** – Discussion relating to the appointment of two new members occurred. Trustee applicants, Susan Bielawski and Lisa LaTrovato would be a welcome additions for board appointment.
- **Library Community Survey** – M. Mooney, Library Director, has prepared an instrument that will be 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** - 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.

VIII. New Business

- **Report -- The Role of Library Trustees Handout** (Judy Hilburger) and **The Trustee Handbook** Bookclub classes (Marlene Arno) were reviewed and will be shared with new Trustees.
- **Open/Closed Date Calendar for 2025** – *Motion to accept Draft with suggestion to close at 2:00 on Christmas Eve Motion: M. Ebersole 2nd: S. Powers Unanimous*
- **Clarence Public Library Survey** – Survey will be available at the Library and the Clarence Senior Center

IX. Next Meeting

The next Trustee meeting is scheduled for November 25 at 4:00 (a change from 4:30). The public is welcome to attend.

X. Adjournment

The meeting was adjourned at 6:02 PM. *Motion to adjourn. Motion: M. Ebersole 2nd: M. Arno*
