

# Clarence Public Library Board of Trustees Minutes

September 23, 2024 4:00 PM

## Approved

Roll Call: The meeting was called to order at 4:03 PM by Judy Hilburger. A quorum was present.

Present: President Judy Hilburger; 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

The June 24, 2024 and August 28, 2024 minutes were approved. *Motion: M. Ebersole 2<sup>nd</sup>: S. Powers Unanimous.*

### II. Approval of Claims

The board reviewed checks written in July, August, September 2024 from the County checking account. The board also reviewed checks written in June, July, August, and September 2024 from the Trustee Checking Account.

- A motion was made to approve the Abstract of Audited Vouchers for the County checking account: *July, 2024 20c – 22c Motion: M. Arno 2<sup>nd</sup>: D. Olczak Unanimous*  
*August, 2024 23c – 24c Motion: S. Powers 2<sup>nd</sup>: M Arno Unanimous*  
*September, 2024 25c – 27c 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: *June & July, 2024 37t – 44t Motion: S. Powers 2<sup>nd</sup>: M. Arno Unanimous*  
*August, 2024 45t – 50t Motion: D. Olczak 2<sup>nd</sup>: M Arno Unanimous*  
*September, 2024 51t – 54t Motion: S. Powers 2<sup>nd</sup>: M. Arno Unanimous*

### III. President's Report

- **ACT** – Meeting is scheduled for Oct 19<sup>th</sup> 9-12 at the East Aurora Library. Topic: Budget
- **Friends** – Plans are underway for the Annual Fall Book Sale, October 23-26, 2024
- **Trustee Book Club** – “Governance Structures: The Role of Board Officers and Board Committees” is the October 15<sup>th</sup> topic. Presentations are available online after the Zoom event.

### IV. Director's Report

- **Circulation** - 12.7 % increase in August, 2024
- **Library Visits** - The CPL had 7,501 library visits in Aug, 2023 and ranked 11<sup>th</sup> in the system. In Aug, 2024 CPL ranked 11<sup>th</sup> and had 7,872 visits.
- **Program Highlights** – The Bookmarks Book Club and the Sherlock Discussions have returned monthly beginning in September. “And There Was Light” a presentation about Lincoln by Bob Poczik, political presentation by Bren Price, and visit and discussion by Author Gary Earl Ross.
- **Special Events** - Diwali Celebration; Growing with Others Neurodivergent Teen Social Group, Makery Programs, new Teen Lit Boxes (a premium special subscription service for teen readers.)

### V. Liaison Comment

Bob advised that he is working closely with the new Parks Superintendent, Jason Holden to facilitate curb cutaways to better accommodate the needs of mobility impaired patrons. With the Fall book sale around the corner, the pavers on the island by the storage area will save many steps once they are

installed. Bob also provided updates on the progress of the medical closet, the playground fund-raising, and the stalled garbage discussion issue.

**VI. Public Comment** – Trustee applicants, Susan Bielawski and Lisa Latrovato visited. They shared information about their interest in the trustee positions and responded to questions.

**VII. Unfinished Business**

- **New Trustee Search** – ongoing – Application forms are available at the Town Hall, at the Library and online. Information is posted on Town website. Bob shared 2 applications with Judy and Monica.
- **Building/Maintenance Issues:**
- **HVAC** – The AC Compressor has been replaced (50% funded by the Library Construction Grant, we hope.) work was completed by D.V. Brown over the summer and is expected to be operational in September.
- **Boiler** - The replacement boiler unit is scheduled for installation over a period of 4-6 weeks beginning in October-November.

**VIII. New Business**

- *Trustees unanimously approved the 2023 Annual Report to the Community. Motion: M. Ebersole 2<sup>nd</sup> D. Olczak*
- **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.
- **Library Community Survey** - This survey is being done to further planning efforts of the B&ECPLS. All are encouraged to participated
- **Joe Zinni** – J. Zinni submitted a letter of resignation in August. The BOT appreciate his several years of service.

**IX. Next Meeting**

The next Trustee meeting is scheduled for October 28 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: M. Ebersole 2<sup>nd</sup>: M. Arno*

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