

**CLARENCE TOWN LIBRARY
BOARD OF TRUSTEES MINUTES
January 28, 2019**

Present: Monica Mooney, Judy Hilburger, Joan Schultz, Marge Ebersole, Michele Mogavero, Christopher Greene, Carey Shoemaker and Michael Rockwell

Excused: Anita Ballow

Minutes: Minutes from November 26, 2018 approved. *Motion: M. Ebersole; 2nd J. Schultz. Unanimous.*

President's Report:

- **Friends** - Judy noted that the group is in good shape, although they are in the process of finding a replacement for the treasurer position. Almost \$800 was raised from the basket raffle and the group is planning on holding an open house in April to recruit new members. Judy also said that the holiday party for volunteers was a great success with delicious food. Finally, she announced the dates of upcoming meetings: 2/25, 3/25, 4/22, 5/20, 6/24, 9/23, 10/28, 11/25.
- **ACT** - Upcoming annual meeting is scheduled for March 2nd. Any trustees attending will fulfill their newly obligated and mandatory annual three hours of training. Judy and Michele announced that they will be attending and Monica asked all other members to email her soon if they plan on attending. Those not attending can make up their three hours of training by attending two other ACT meetings throughout the year.

Approval of Claims:

- The board reviewed checks written for November for both the County and Trustee accounts.
- A motion was made to approve the Abstract of Audited Vouchers for County Checking Account:
 - 47C through 50C (December) - *Motion: M. Mogavero; 2nd J. Schultz. Unanimous.*
 - 1C- through 6C (January) - *Motion: J. Schultz; 2nd C. Shoemaker. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees Checking Account:
 - 58T through 63T (December) - *Motion: M. Mogavero; 2nd J. Schultz. Unanimous.*
 - 1T through 6t (January) - *Motion: C. Shoemaker; 2nd J. Schultz. Unanimous.*

Director's Report:

- **Budget** - Monica noted that payroll is currently unchanged, but that is due to it still being early in the year. We currently have healthy account balances partially due to a generous bequest of over \$35,000 from the estate of Virginia D. Close. Monica further noted that the governor's budget this year is very bad for the library which may result in cuts and reduced hours for staff. Monica encouraged the board to advocate to either Senator Ranzenhofer and/or Assemblyman Norris and/or visit links from Central Library's emails.
- **Circulation and Statistics** - Circulation is still down, as is the same throughout the system, however, Clarence ranks #6 overall within the entire library system. Wi-Fi usage is up almost 73% and the maximum visitor count in December was 748. The maximum visitor count for one day in all of 2018 was 1,570 on August 13th.

- **Programs** - There will be a rededication ceremony for Flight 3407 on February 12th, the 10th anniversary of the tragedy. Monica noted that both the Hour of Code and Winterfest events were well attended and successful. Sarah has been planning a “MakerSpace Reimagining” event for March.
- **One Community One Book** - The 2019 book is The Electrifying Fall of Rainbow City, by Margaret Creighton. Ms. Creighton will actually be making an appearance during the month of May at both Clarence and the Central libraries.
- **Issues** - It was noted that the parking lot is not being plowed as it should and is creating problems among visitors. It appears as though the town forgets to plow on Saturday mornings and this will become an even greater problem as tax preparation begins this weekend and there is a lot more snow anticipated. Chris promised to look into this.

Public Comment:

- Michele asked if anything can be done about the drive-up drop box. Due to its construction, most patrons have to actually get out of their car to use the drop box or else risk scraping their tires along the curb. It was felt that a modification shouldn't be too expensive or too complicated. Monica said she will look into this.
- Michael noted that schools are no longer teaching basic life skills and that maybe this is something the library can help with, i.e. workshops, forums, etc., targeted to residents, primarily younger, on basic skills such as laundry, check writing and such. The group decided that this is something we should definitely consider.

Unfinished Business: n/a

New Business:

- Election of Officers - tabled until next month in the event someone would like to be considered for an officer position, or would like to resign from such.
- Disclosure Statements/Conflict of Interest - members signed off on required papers.
- Whistleblower Policy - As part of minimum standards, the group discussed the proposed policy and although agreed to such, tabled the vote until next month due to having to revise bylaws as well as wait for slate of officers to be finalized. On that note, the following was proposed: “The bylaws be amended to include a new committee: ‘Governance Committee, including a compliance officer, to oversee Whistleblower Policy’.” *Motion: M. Ebersole; 2nd C. Shoemaker. Unanimous.*
- Display Case & Exhibit Policy - The board reviewed the draft and voted to implement the new policy. *Motion: M. Rockwell; 2nd M. Mogavero. Unanimous.*
- Anti-Harassment Policy - This is a required system-wide policy which needs to be reviewed and approved. It was agreed to table this vote until next month when the board has had time and opportunity to read through the existing policy.

Next Meeting and Adjournment:

- Our next meeting will be held on Monday, February 25th at 7:15 p.m. The public is invited to attend. This meeting was adjourned at 9:00 p.m. *Motion: M. Ebersole; 2nd C. Shoemaker. Unanimous.*