

Clarence Public Library
Board of Trustees Minutes
June 27, 2016

Present: Monica Mooney, Judy Hilburger, Michele Mogavero, Anita Ballow, Joan Schultz, Chris Greene

President's Report:

- **The Friends:** Bike made over \$800 and money will be put towards summer programs.
- **ACT Meeting:** nothing upcoming

Executive Session began @ 7:25 pm, ended at 7:29 pm

Director's Report: *See Monica's report for additional information.*

- Financial- Judy explained the 2016 contract:
We agree to be part of the Erie County Public library. Same as last year, with new additions added as exhibits: anti harassment policy/collective bargaining- new language. Resolution read by Judy and all were in favor.
- The library will begin to collect sales tax on purchases.
- Petty Cash Policy needs to be established-Monica will contact Tracy from Central for direction on the best way to apply the policy to our library money made from donated book sales in the library which is currently set aside for the Friends. Monica filled out a DTF form to collect sales tax for any book sales that are not set aside for the Friends. A system is in place so that any monetary transaction is documented through the cash register. The board decided that more information is needed to establish a formal petty case fund and will wait until more information is obtained.
- Circulation- Clarence consistently ranked 8th in the system for circulation and patron count.
- Two bikes were donated for the annual summer bike raffle which will be held on August 12
- Ed Rath will be hosting a hot dog fundraiser on 7/21, funds going to the Children's Reading Garden.
- Excavation for the garden began last week, but planting will be done in September
- Flight 3407 group to be meeting at the library on 7/12

Public Comment- none

Unfinished Business-

- Investment Policy- The board reviewed documents handed out but it was unclear how it pertained to our library and how we are to adapt it for our use. It was decided to postpone action until Monica receives further information; M. Mogavero, J. Schultz, Unanimous

New Business

- Monica put forth a motion to establish a reserve fund to be used for small expenses for which checks might be inappropriate. A log of these expenses will be generated to be reviewed every month by the Board. - J. Hilburger, 2nd M. Mogavero, Unanimous
- Monica made a request to purchase with Trustees Account Funds a new vacuum for \$399; - J. Schultz, 2nd J. Hilburger, Unanimous
- Monica also requested to purchase with Trustees Account Funds a dolly for the garbage tote for \$36.50; - M. Mogavero, 2nd A. Ballow, Unanimous
- Monica handed out a booklet "Understanding the Audit Process", to be reviewed by everyone. An auditThe Board may have a special meeting in July to address the audit if necessary.

Next Meeting Date: September 26, 2016

Motion to Adjourn: M. Mogavero, 2nd – A. Ballow, Unanimous

