

**CLARENCE TOWN LIBRARY
BOARD OF TRUSTEES MINUTES
March 25, 2019**

Present: Monica Mooney, Judy Hilburger, Michele Mogavero, Anita Ballow, Michael Rockwell, Christopher Greene

Excused: Carey Shoemaker, Joan Schultz, Marge Ebersole

Minutes: Minutes from February 25, 2019 approved with one minor change. *Motion: A. Ballow; 2nd M. Rockwell. Unanimous.*

President's Report:

- **Friends** - Judy stated that the group is doing well and is fiscally well off. New members are attending meetings and Jim Cramer from the high school technology department has volunteered, along with students, to build a new cabinet for the group.
- **ACT** - Monica, Judy, Anita and Michele attended the last meeting which was very productive. Discussion took place regarding minimum standards and presentations were given from other libraries on new and innovative programs and ideas for circulation. Judy noted that the next ACT meeting conflicts with the annual book sale.

Approval of Claims:

- The board reviewed checks written for January for both the County and Trustee accounts.
- A motion was made to approve the Abstract of Audited Vouchers for County Checking Account:
12C- through 13C - *Motion: M. Mogavero; 2nd A. Ballow. Unanimous.*
- A motion was made to approve the Abstract of Audited Vouchers for the Trustees Checking Account:
13T through 18T - *Motion: M. Rockwell; 2nd A. Ballow. Unanimous.*

Director's Report:

- **Budget** - Monica noted that we currently have a high projected ending balance, but that will change as we're still early in the fiscal year. She also stated that we have decent savings in all accounts but close to the threshold for each account.
- **Circulation and Statistics** - Circulation continues a downward trend, however Wi-Fi and program attendance are both up. There were some Wi-Fi issues with the AARP tax prep program which may impact the program next year. The group prepares, on average, 50+ returns each day they're onsite. This brings many new people into our library.
- **Programs** - Monica noted that all programs are going well, especially Story Time and Toddler Time. Other successful programs include Paws for Love and Pom Pom Pals. Dungeons & Dragons and Gamespace now has a steady following. Upcoming events include Tinker Tots Makerspace, Joy of Trains and Mini-Lop Bunnies. Another new and exciting event will be a presentation by Dr. Tim Speciale on Prolotherapy and Pain-Free Wellness. Monica said that a local Eagle Scout will be building a pergola for the Children's Reading Garden and a local woman has donated a weeping cherry tree for the garden in memory of her grandson.

Public Comment: N/A

Unfinished Business:

- Rules of Conduct - A new law is coming as of June regarding smoking (tobacco, e-cigarettes, juuls, etc.). The group decided to table review of this policy until the new law is in effect.

New Business:

- Review of Procurement Policy - The group decided that the policy needs no amending, however, Monica will clean up the document as it relates to punctuation, spelling and grammar. *Motion: M. Mogavero; 2nd A. Ballow. Unanimous.*
- Review of Bulletin Board Policy - Reviewed with no changes. *Motion: M. Rockwell; 2nd A. Ballow. Unanimous.*
- Scholastic Literacy Project - Monica asked for approval to join this organization which helps to promote literacy by selling books at deeply discounted prices. There is no fee to join. The purchase of such will be used as giveaways and incentives in place of non-reading items. *Motion: M. Mogavero; 2nd A. Ballow. Unanimous.*
- Resignation - Michael Rockwell has submitted his resignation from the board, effective immediately, however, has offered to stay on until a replacement is found.
- Movie Projector - Chris suggested the idea of purchasing an outdoor movie projector for patron loan purposes. He feels this would be very popular, especially during summer months.

Next Meeting and Adjournment:

- Our next meeting will be held on **Tuesday, April 23rd at 6:00 p.m. (PLEASE NOTE THE CHANGE IN DAY AND TIME!)** The public is invited to attend. This meeting was adjourned at 8:50 p.m. *Motion: M. Rockwell; 2nd A. Ballow. Unanimous.*

Submitted by: M. Mogavero