

**AURORA TOWN PUBLIC LIBRARY
BOARD OF TRUSTEES**

February 28, 2012

Present: Library Director Rob Alessi, Chairman Deborah Carr-Hoagland, Al Fontanese, George Oliver

Guests: Alice Askew, Mike Beesing

Absent: Carol Griffis, LauraLee Naughton

1. Comments from audience: nil.

2. The minutes of the January 24, 2012 regular meeting were approved and accepted (AF moved, GO seconded). A report of the January 31, 2012 special meeting with the Friends of the Library was also accepted.

3. The Treasurer's Report and Monthly Financial Report for January 2012 were approved and filed for audit. (GO moved, AF seconded.)

4. The Director's Report for January 2012 was accepted. (AF moved, GO seconded.)

5. Reports of Interest:

a. Deborah summarized for those not at the January 31 special meeting that the Friends of the Library had agreed to pay for flooring, blinds, and office furnishings to extend the improvements to the community room to the circulation desk and staff areas. They will also pay for 70 children's mats for story hour, capping total expenditures at \$15,000. The Friends also agreed to fund the community room art hanging system, workroom file cabinets, small work tables for the community room, and 12 lockers for staff/volunteer use, but asked that payment of the \$5,000 estimated cost be put off until after the Friends book sale and membership drive in June. (The full board of the Friends subsequently agreed to these terms.)

6. Personnel:

The board went into executive session.

7. Old Business:

a. Building repairs & updates: Rob said the carpeting and laminate flooring for the circulation desk and back office areas would be installed over the March 3 and 4 weekend. (This work was accomplished as scheduled.)

b. Reflective glass window recommendations: Rob said he had received estimates from Aurora Plate Glass and Nickel City Glass to tint or coat the window from the workroom into the reading room that had previously been covered by shelving. He added that tests of the replacement glass proved it to be useless for maintaining privacy, but the coating may work. The board also suggested that he look into purchasing shades for the window.

c. NYS construction grant 2010: George, who had attended the town's previous board meeting, said the town building superintendent, Pat Blizniak, is working with Scott Warning of Warning Electrical Services on specifications for the library's new electrical box. George added that Supervisor Jolene Jeffe wants the work completed by June 1.

d. NYS construction grant 2012: Rob reported that the application for funds for the roofing project is under review by the State Dormitory Authority.

e. Other: Al said the platform of the loading dock at the rear of the library is in such bad shape it needs to be replaced. Rob said the town would work on the posts when the weather breaks.

f. The slate for the annual meeting of the library board was set as: Deborah Carr-Hoagland, president; Al Fontanese, vice president; George Oliver, treasurer; Carol Griffis, secretary.

8. New Business:

a. Trustee resignation: The board accepted with regret (AF moved, GO seconded) the resignation of LauraLee Naughton as a library trustee, who cited work and family obligations as her reasons for leaving.

b. Trustee appointment: The board agreed to appoint Alice Askew to the board to fill the rest of LauraLee's term, which ends in December of this year. (AF moved, GO seconded.)

c. Online Board Meeting Minutes: Rob said Central is seeking to have library boards post the minutes of their meetings online, as some branches, Kenilworth, Kenmore, and Amherst among them, are doing currently. Asked what this would entail, he replied that such minutes should include the votes on every actionable item. This would help to ensure compliance with the Open Meetings Law and improve transparency of operations.

d. Open Meetings Law: In a related matter, George said that in compliance with new, stricter guidelines, the board should publish online its agenda and whatever related information was available. Deborah suggested that the board review what Central is doing in this regard and also review the ACT and ATPL bylaws.

e. Bureau of Labor Statistics Survey: Rob explained that the survey, required by OSHA, is a log of work-related illnesses and injuries, and that he will prepare an actual report from the log for submission in 2013.

f. Essential Documents Workshop: The board unanimously approved expenditure of a \$30 registration fee so that Rob can attend the aforementioned Western New York Library Resources Council workshop in April.

g. Other: Rob reported that his meeting with the Central building assessment team was generally favorable, but they said the library shelving is too high and they would prefer to see the fireplace exposed. The assessment, he noted, is part of a system-wide five-year plan to make libraries more welcoming and user-friendly.

h. Al proposed that since the board is apparently alone in seeing the need, now is the time to get started on seeking grants and other assistance for the expansion of the library to the west and north.

i. The board unanimously congratulated Rob on his first anniversary as library director.

There being no other business, the board adjourned until 3 p.m. Tuesday, March 28, 2012, for the Library Board of Trustees' annual meeting.