

AURORA TOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
November 24, 2015, 3:30pm

Present: George Oliver, Alice Askew, Deborah Carr-Hoagland, Al Fontanese, Director Rob Alessi, Carol Griffis

Guest: Kara Spenser

1. Comments from the audience – none
2. Minutes of the meeting, October 27, 2015 were approved as amended.
Change *Absent* to *Excused* because George was ill. (AA, AF)
3. Treasurer's Reports & Monthly Financial Statements for October 2015 were approved as submitted. (CG, AA) We need to have Alice added to permissible signatories on bank checks.
4. Director's Report for October 2015 was reviewed and approved as submitted. (GO, AA) The decline in circulation is on pace with the rest of the system. We are seeing a significant uptick in Wi-Fi usage.
5. Reports of Interest
 - a. The restroom flooring was installed November 9-11.
 - b. A committee of the Friends is setting up their own Amazon account for on-line sale of more valuable donated used books.
 - c. The ACT meeting on Saturday, December 5 @ JBR will present the new Handbook for Trustees. Deborah will attend. Carol is unable to attend; others will notify Deb of their plans.
6. Personnel: A Page position which is now vacant will be filled at a later date. Other Pages will receive additional hours but cannot go over 19 per week.
7. Old Business
 - a. Rob will proceed with placing the order soon for the children's area furniture and additional adult chairs. Delivery and billing may take 60+ days.
 - b. Fireplace: ProFireplace does not offer a larger or custom insert. Rob and Al met with the President of Black Hat Chimney & Fireplace. Their estimate includes the great majority of the work, including new gas line, electric service, chimney work, etc. Their largest available insert would leave about 6" open on each side. A true custom job would be prohibitively expensive. Perhaps a Town employee could do a new tile or stone surround in order to fill in the space and replace the current blue tiles? A motion (AF, AA) was made to pursue this option and speak to Town Supervisor Jim Bach. The motion passed 4-1.
 - c. Rob made minor corrections to the Facility Use Policy. A motion (AA, AF) was made to enact the policy, effective today.
8. New Business

- a. Rob presented the calendar of 2016 Open Hours. Summer hours will run from June 13 to September 6. Halloween evening, closing at 5:00pm. Motion (AA, CG) made and carried to approve.
- b. Revised Rules of Conduct were approved as recommended by CEN. (CG, AA) There will be in-house training for staff on Internet Use policy which also relates to the Rules of Conduct.
- c. The Request for Reconsideration of Library Materials Form has been revised. The previous form has been in use since 1990. A motion (GO, AA) was made and carried to approve the form to take effect at our next meeting. Most of the time Rob has handled such issues verbally in consultation with the Collection Development Team of the B&ECPL.
- d. Having completed about 20 years of service to this Board, Al has decided to retire. Alice and Carol have been in touch with a few possible candidates.
- e. On October 29, Deb and Alice conducted the annual review of the Director. We all appreciate the value of his commitment to the Aurora Town Public Library.
- f. A motion (AA, GO) was made and carried at 4:40pm to enter into executive session in order to discuss the personnel performance and the vacant Page position. Motion to resume regular session was made and carried at 4:45pm.

Meeting adjourned at 4:45pm. Next meeting December 15 at 3:30pm.

Carol Griffis, secretary