

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes of the Board of Trustees
Regular Monthly Meeting
May 26, 2020
Held Via GoToMeeting App

Present: Alice Askew, Martha Buyer, Elaine Chow, Kara Spencer-Ching, Richard Wiesen, Director: Paula Klocek. Public audience: Janet Siebold

President Alice Askew called the meeting to order at 1:00 p.m.

1. There were no questions from the audience.
2. A motion (KSC, MB) to approve the minutes of the meeting of April 21, 2020 carried by voice vote.
3. A motion (RAW, MB) to approve the Treasurer's Report & Monthly Financial Statements for March and April 2020 carried by voice vote.
4. Director's Report: April 2020
The data for the month reflects the fact that ATPL is closed. Interestingly, patrons continue to use the Wi-Fi connection. The two online children's story telling programs had a good response and are expanded in May. In June, there will be virtual lecture for adults via GoToMeeting.
5. Reports of Interest
 - a. ATPL will be receiving delivery of personal protective equipment for staff and other supplies (reusable and disposable face masks, gloves, face shields, hand sanitizer, surface disinfectants) for use by the staff. A couple of libraries with 3D printers have been enlisted to make face shields, and we thank them.
 - b. ATPL will be receiving four (4) plexiglass shields for use at the service and reference desks to afford staff more safety. There will be a supply of "floor stickers" that can be placed at circulation/reference desks to indicate where patrons should stand to complete transactions/use services, etc. while following social distancing guidelines.
6. Personnel
 - a. The Board did not enter into Executive Session. There were no personnel issues.
7. Old Business
 - a. No Old Business.
8. New Business
 - a. The Central Office has submitted the 2019 Report to the NYS Comptroller as required by law. A copy was distributed to the Trustees prior to the meeting.

The Trustees recognized and commended the Director for her outstanding job of developing the four draft policy documents presented to the Trustees. They were timely, thoughtful, comprehensive and seem to meet all current state and federal regulations.

- b. Budget Update/Projections 2020 and 2021
ATPL faces will budget challenges this year; the full extent is not clear at the present time, since the situation is evolving. Currently, there are controls on hiring full time and part time staff; there is a reduction in hours for PT staff, reductions in utilities, and purchasing of materials. The target reduction is 13.1% and all savings accrued in the shutdown contribute to the Library Fund Balance to help with potential financial troubles for the B&ECPL System in 2021,
- c. The draft of Reopening Plan with Materials Handling During COVID-19 was discussed extensively and the Trustees made suggestions--particularly concerned with the impact on staff.
- d. The draft of the Staff Welcome Back Information Packet with Procedures for Pre-Entry Screening/Employee Self-Screening Process, Pre-Entry Questionnaire, Protective Measures to Reduce Risk of Exposure to COVID-19, Policy Certification, Supervisory Checklist-Return to Work was discussed. The Trustees made suggestions. Emphasize the need for staff flexibility in this ever-changing time. Asked to provide further clarification for staff about showing symptoms in the last 14 days on the Pre-Entry Questionnaire. If exhibiting symptoms or have a temperature, staff should call the Director from home. If employees start to exhibit symptoms at work, they should report to the Director/immediate supervisor and go home.
- e. The draft of the Walk-Up and Curbside Services plan was discussed by the Trustees. Emphasize the Walk-up Service, but keep Curbside as an option, if necessary to keep workload manageable for staff.

At approximately 2:50 p.m., the ability to use GoToMeeting was interrupted. Shortly after that point, there was email notice that the Board could reconvene at 4:30 p.m.

The meeting was resumed at 4:33 p.m. with Elaine Chow, Kara Spencer-Ching, Richard Wiesen, and Director Paula Klocek present.

- f. With a quorum present, a motion (RAW, KSC) to table the Friends of the Library Bylaws until the June meeting carried by voice vote.
- g. The date of June 23 1:00 p.m. was set for the June Meeting.

A motion (RAW, KSC) to adjourn carried by voice vote.

The meeting adjourned at 4:43 p.m.

Respectfully submitted,
Richard A. Wiesen, Secretary