

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes of the Board of Trustees
Regular Monthly Meeting

December 29, 2020, 1:00 p.m.

Held Via GoToMeeting App

Present: Alice Askew, Martha Buyer (excused at 2:15 p.m.), Elaine Chow, Kara Spencer-Ching, Richard Wiesen, Paula Klocek, Director

President Alice Askew called the meeting to order at 1:10 p.m.

1. There were no comments from the audience.
2. A motion (MB, EC) to approve the minutes of the meeting of November 17, 2020 carried by a voice vote.
3. A motion (RW, MB) to approve the Monthly Financial Statements & Internal Auditor Reports for November carried by a voice vote.
4. Director's Report
 - a. The B&ECPL System appreciates the support of Erie County Executive Mark Poloncarz and the Erie County Legislature for the funding increase of \$508,183 (2.0%) to libraries in the 2021 Adopted 2021 Budget through funds generated by growth in the equalized full value property tax base. The additional funding will help offset increased contractually obligated costs while limiting reliance on use of fund balance and higher turnover savings targets.
 - b. 900+ letters were sent to Erie County Legislators asking for their support. Over 100 were sent from ATPL!
 - c. ATPL programming during November has been limited because of constraints on operations during the pandemic. Those scheduled programs have been very well subscribed.
A motion (RW, EC) to accept the Director's report was carried by a voice vote.
5. Personnel
 - a. The Board reviewed the Payroll Reports 22 & 24.
 - b. The Board did not enter into Executive Session.
 - c. On 12/31/20, Pages will have their wages increased to \$12.50 an hour due to the NYS minimum wage schedule. Senior Page wages will be increased to \$13.00 an hour to maintain a \$0.50 differential in pay between the two positions.
 - d. The maintenance staff have undertaken cleaning and waxing the floors in the building—a task that had been outsourced in previous years. The floors look wonderful.
6. Old Business
 - a. No comments on the December ACT Meeting. The Director has created an Excel document to log the mandatory 2-hour technology training required for all staff who deal with the public, as required by the new NYS Minimum Standards.
 - b. There was extensive discussion about a new Circulation Desk Protective Barrier. What is the best protection for staff and patrons? Is there an opportunity to have the cost subsidized by the Town of Aurora? Is there an additional vendor locally? Can air circulation be improved by opening some windows? Is a room air purifier a viable option?

There is a heighten interest in having better protection for staff in light of increased levels of COVID-19 infections. The Director is looking into possibilities.

8. New Business

- a. A motion (RW, KSC) to approve the draft Open Meeting Policy for ATPL carried with a voice vote.
- b. The Trustees acknowledged the Schedule created by the Director for the Board's review ATPL Policies during 2021.
- c. A motion (RW, MB) to approve the 2021 Personnel Policies and Procedures Manual Revisions/Amendments as presented carried by a voice vote.
- d. The Board reviewed the "System Paid" Budget Analysis, as of 9/30/2020. ATPL is on track not to owe the System.
- e. A motion (RAW, MB) to approve the revision of the COVID-19 Micro-Cluster Plan was approved by a voice vote. The editorial revision pertained to the nomenclature used in describing the metric.
- f. The Director recommended that ATPL reopen under the approved plan (Orange LEVEL 1 Operations Guidelines) on January 4, 2021. A motion (RW, KSC) to approve the Director's recommendation carried by a voice vote.

9. A motion (RW, KSC) to adjourn the meeting carried by a voice vote. President Alice Askew adjourned the meeting at 2:31 p.m. The next regularly scheduled meeting: January 26, 2020 at 1:00 p.m.

Respectively submitted,
Richard A. Wiesen, Secretary