

AURORA TOWN PUBLIC LIBRARY  
550 Main Street, East Aurora, New York 14052  
Minutes of Special Meeting of Board of Trustees  
June 2, 2020  
*Held Via GoToMeeting App*

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

President Alice Askew called the meeting to order at 1:22 p.m.

There were no questions or comments from the audience.

Director Paula Klocek reported that the Materials Budget for the remainder of 2020 is intact.

Old Business:

1. The draft of the Reopening Plan with Materials Handling Procedures document was discussed. A motion (RW, EC) to approve the document carried by a voice vote.
2. The draft of the Reopening Safety Plan with Cleaning and Visitor Logs document was discussed. A motion (RW, EC) to approve the document carried by a voice vote.
3. The draft of the Employee Welcome Back Letter was discussed. A motion (RW, KSC) to approve the document carried by a voice vote.
4. A motion (RW, EC) to approve the draft of the Protective Measures to Reduce Risk of Exposure to COVID-19 document carried by a voice vote.
5. A motion (RW, KSC) to approve the documents: Policy Certification, Pre-Entry Screening for Employees, and Pre-Entry Questionnaire carried by a voice vote.
6. A motion (RW, EC) to approve the draft document of the Supervisory Checklist-Return to Work carried by a voice vote.
7. A discussion of the draft document on Walk-Up Service Procedures and Forms included future consideration of Saturday service and a time limit during which the public could call in requests rather than using the online option. A motion (RW, KSC) to approve the document carried by a voice vote.
8. Other Old Business included a discussion of a time table for the opening of ATPL. The Director indicated that some staff would return to work beginning June 8 and that the procedures would have a “soft launch” midweek with announcements of full Walk-Up Service operation beginning June 15.

A motion (RW, KSC) to approve the draft document Pre-Entry Screening for Visitors carried by a voice vote.

President Alice Askew adjourned the meeting at 2:10 p.m.

Next regularly scheduled meeting: June 23 at 1:00 p.m.

Respectfully submitted,  
Richard A. Wiesen, Secretary