

AURORA TOWN PUBLIC LIBRARY  
550 Main Street, East Aurora, New York 14052  
Minutes of Board of Trustees Meeting  
March 23, 2021  
*Held Via GoToMeeting App*

**Minutes**

Present: Alice Askew, Martha Buyer, Elaine Chow, Kara Spencer-Ching, Richard Wiesen, Paula Klocek, Director

President Alice Askew called the meeting to order at 1:02 p.m.

1. There were no comments from the audience.
2. A motion (MB, KSC) to approve the minutes of the meeting of February 23, 2021, as amended, carried by a voice vote.
3. A motion (RW, MB) to approve the Treasurer's Report, February 2021 Financial Statements, and the Internal Auditor Report carried by a voice vote.
4. Director's Report: February 2021
  - Circulation is strengthening, though patron visits and circulation statistics remain below last year (prior to the pandemic shutdown).
  - WI-FI use is improving.
  - New library card membership sign ups are steady.
  - The Read Down Your Fines program saw about 1400 minutes this month.
  - This past month, the Friends Ongoing Book Sale totaled \$116.00.
  - Take-home kit programs have been received positively by patrons. This innovation that grew out of the pandemic, will surely continue (in addition to in-person programs) after the current restrictions are lifted.

A motion (MB, RW) to accept the Director's Report carried by a voice vote.

5. Reports of Interest
  - The Financial Section of the State Report has been submitted to the System. The 2020 Report to the Community has also been completed. Both pend Board approval at the Annual Meeting.
  - Director, Paula Klocek and Trustee, Martha Buyer virtually attended Library Advocacy Day.
  - ATPL reached out to local schools about Student Digital Library Cards. This invited a collaboration with Parkdale's Library Media Specialist. ATPL will provide a temporary capsule collection of books by Jarrett Krosoczka for students, who are looking forward to the author visiting their school.
  - The Library's Discard Sale will take place Tuesday, June 1—Friday, June 25 in the Community Room during regular hours of operation. On the last day of the sale, it will end at 4:00 p.m.
  - The Friends of the Library will be accepting donations of gently-used purses, wallets, scarves, hats, jewelry and accessories during their book collection on April 10 at their storage site at 42 Riley St. for their upcoming *Baubles and Bling* fundraiser.
  - The Friends of the Library plan to have their Annual Used Book Sale for October 14-16.

6. Personnel

- The Trustees reviewed the Payroll Report for Pay Period 4 (February 2021).
- The Board did not enter into Executive Session.

7. Old Business

- The Board discussed the Draft Public Health Emergency Operations Plan and a motion (RW, KSC) to adopt the plan carried by a voice vote.
- A copy of the latest version of the Minimum Standards for Libraries was distributed.

8. New Business

- During the weeks of July 4 through August 9, the Summer Reading Program will be offered in a take home-kit format this year from July 4 to August 9. A Community Art Project is to be part of the effort.
- In preparation for the Annual Meeting in April, a slate of officers was discussed.

A motion (RW, EC) to adjourn the meeting was carried by a voice vote. President Alice Askew adjourned the meeting at 1:45 p.m. The next regularly scheduled meeting: April 27, 2021 at 1:00 p.m. The Annual Meeting of the Board will precede that meeting and will begin at 12:30 PM.

Respectfully submitted,

Richard Wiesen  
Secretary