

AURORA TOWN PUBLIC LIBRARY  
550 Main Street, East Aurora, New York 14052  
Minutes of the Board as Amended  
Regular Monthly Meeting  
January 26, 2021, 1:00 p.m.

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

President Alice Askew called the meeting to order at 1:05 p.m.

1. A motion (EC, RW) to elect Kara Spencer-Ching to another five year term as a Trustee for the Aurora Town Public Library carried by a voice vote.
2. There were no comments from the audience.
3. A motion (KSC, MB) to approve the minutes of the meeting of December 29, 2020 carried by a voice vote.  
A motion (EC, KSC) to approve the minutes of the Special Meeting of January 15, 2021 carried by a voice vote.
4. A motion (RW, MB) to approve the Monthly Financial Statements & Internal Auditor Reports: December 2020 carried by a voice vote.
5. Director's Report: December 2020
  - The Friends sale of books within the library has been remarkable. The total was \$885 for the year.
  - The system e-branch continues to gain momentum. This month there was a 535% increase in downloading of streaming videos and a 92.1% increase for the year.
  - The pandemic effects on ATPL circulation for the year was evident—circulation was down to about 71,000 from 141,000 a year ago.
  - The *Read Down Your Fines* program for children is now a year-round program.
  - A special note from a patron expressed appreciation for our children's to-go programs with photos of children enjoying free books, activities, and crafts.

A new program from Central permitting patrons to order books to be delivered and returned free by mail will be discussed next month.

6. Personnel
  - a. The Board did not enter into Executive Session
  - b. Overall, 2020 has been characterized as disruptive to operations but the staff under the leadership of the Directive has performed superbly. Patrons and the Board are appreciative of their many extra efforts.
7. Old Business
  - a. The four new Air Purifiers were installed last week. The units seem to be working admirably and have been reduced the level of stress for staff and patrons. The staff and patrons are safer.
8. New Business
  - a. The Board reviewed the 2020 Contract Extension & 2021 Budget Schedules. The salary schedules reflect the negotiated agreements. Two categories of PT staff will have their wage

rates increased. Overall ATPL has about a \$30,000 increase. All is subject to change with approval of the NYS budget later in the spring.

- b. The Board acknowledge receipt of the Public Health Emergency Operations Plan and concur with the language contained in the draft.
- c. The Director presented a recommendation for modification by substitution of the Level II Operating Guidelines of ATPL's COVID-19 Micro-cluster Plan--Orange and Yellow Zones. After some discussion, a motion (MB, RW) to accept the modifications as amended carried by a voice vote.

The following is the new language for those two sections:

*LEVEL II Operating Guidelines:*

*1. Library operations and in-house services shall continue under the following restrictions:*

- a. Patrons will be asked to limit visits to one half (1/2) hour.*
  - i. Signage will be placed throughout building.*
  - ii. Facial coverings (fully covering the nose and mouth) must be worn at all times in shared spaces by patrons and staff two years of age and older.*
  - iii. Patrons will not be allowed entry to the Aurora Town Public Library or to remain in the Library if they do not comply with facial covering regulations.*
- b. The building capacity, excluding staff, will be limited to a maximum of 10 percent (25 individuals).*
- c. No assembly/gathering permitted.*
  - i. The Community / Meeting Room will be closed.*
  - ii. Families using the library may sit together.*
  - iii. In support of education, 1on 1 tutoring will be permitted for one (1) hour by reservation.*
- d. Social distancing will be strictly enforced at all times and in all areas – public and staff.*
  - i. Staff is authorized to limit service if social distancing is not maintained.*
- e. No food or beverages may be consumed in public / shared areas.*
  - i. Staff will be limited to food/beverages at their personal offices and staff break room.*
- f. In support of education, computer use will be self-serve and limited to a maximum of one (1) hour.*
  - i. Printing, copying, and scanning services may be requested by e-mailing [eau@buffalolib.org](mailto:eau@buffalolib.org), or at the front desk, socially distancing as staff complete tasks.*

*2. Walk-Up Service shall be offered if determined feasible, as per the Aurora Town Public Library's COVID-19 MICRO-CLUSTER WALK-UP AND CURBSIDE SERVICE PLAN.*

- i. If deemed necessary, the Director and ATPL Board of Trustees, may close the building and offer Walk-Up Service in lieu of in-house services at any time.*

*3. Hours of operation may be modified, if deemed necessary. If hours are modified:*

- a. Signage will be placed on doors.*
- b. Website will be modified to reflect changes.*
- c. Media will be notified.*

*4. Shipping department will continue deliveries to a library located in an Orange Zone unless otherwise determined by Library Administration.*

*5. The Library on Wheels may continue scheduled stops unless otherwise determined by Library Administration.*

*6. Guidelines are subject to change.*

A motion (RW, KSC) to adjourn the meeting was carried by a voice vote. President Alice Askew adjourned the meeting at 2:05 p.m. The next regularly scheduled meeting: February 23, 2021 at 1:00 p.m.

Respectfully submitted,

Richard A. Wiesen, Secretary