

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Board of Trustees
Regular Monthly Meeting
September 28, 2021, 1:00 p.m.

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

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

1. There were no comments from the audience.
2. A motion (MB, KSC) to approve the minutes of the meeting of June 15, 2021 carried by a voice vote.
3. A motion (MB, EC) to approve the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: June, July, August 2021 carried by a voice vote. Request made (KSC) for LED conversion money to be added to future line items of financial reports if being carried for significant length of time.
4. Director's Report: June, July, August 2021

Library service, Freegal, allows for five music downloads per week. There is an Erie County map display in conjunction with Rob Goller's talk for the Erie County Bicentennial. Read to a Dog with SPCA Paws for Love is now a family program. New adult and children's library card memberships benefited by being on local school supply lists. The Trick-or Read StoryWalk® is a week-long event with a free book for all children who participate, sponsored by the Friends of the Aurora Town Public Library. Robert Poczik's Destiny of a Republic program was cancelled due to personal reasons and will be rescheduled for a future date.

A motion (KSC, MB) to accept the June, July, August 2021 Director's Report carried by a voice vote.

5. Reports of Interest
 - a. Effective September 1, 2021, the Library is open all Saturdays, for a total of 48 business hrs / wk. Read to a Dog will occur monthly on a Saturday.
 - b. After taxes, the Discard Sale brought in a total of \$2,848.82 (\$617.39 more than in 2019) with thanks to the support of our community and extended sale dates.
 - c. Wireless printing for patrons to print off of personal devices is now available at libraries via SavaPage. Black and white copies are \$0.10 and color are \$0.25 per page.
 - d. In April 2021, a letter was sent to Senator Patrick Gallivan, expressing our appreciation of his advocacy during state budget negotiations. ATPL requested him to keep us in mind for future Bullet Aid awards.
6. Personnel
 - a. The Trustees reviewed the Payroll Reports: PP 15 & 17 (2021). The considerable projected balance must be returned to the library fund balance, since any surplus is needed for pandemic conservation. Personnel are being scheduled as needed and scaling back of staff hours for October is based on September's numbers.
 - b. A new Senior Page was hired who can assist with special projects (Library of Things, marking circulation, weeding collection, etc.) and a job search for a Cleaner continues. The

current caretaker, Dennis, has increased his hours from 16 to 19 in order to facilitate the necessary required for library operations. The County determines the pay structure for all cleaners, which unfortunately, is lower than market rate, which exacerbates the hiring difficulties.

- c. The Board entered Executive Session at 1:37pm and ended at 1:55pm.

7. Old Business

- a. As part of the Program Equipment & Facility Improvement Initiative, new furniture: folding chairs with push dollies, tables, wooden chairs, charging stations / cords, and webcam with tripod have been ordered, but many items are backordered or face shipping delays.
- b. When Warning Electric does the work for LED conversion, the building will be closed to the public. Walk-Up Service will be offered for patrons to access library materials and services.

8. New Business

- a. 2021 Contract was signed by AA and EC.
- b. A motion (KSC, EC) to approve the Freedom of Information Law (FOIL) Policy carried by a voice vote.
- c. A motion (KSC, EC) to approve the Internet Safety and Acceptable Use Policy – Amended July 15, 2021 carried by a voice vote.
- d. The System Paid Budget Analysis (As of 6/30/2021) shows that ATPL is not projected to owe anything back to the System.
- e. Future requirement for mandatory board of education of 2 hours annually may be fulfilled by attending the Trustee Handbook Book Club.
- f. ACT Meeting: Saturday, October 2, 2021 Held Via Zoom.
- g. The gas line on Whaley Ave is expected to be repaired with the parking lot exit apron and sidewalk in October.

A motion (EC, KSC) to adjourn the meeting was carried by a voice vote. President Alice Askew adjourned the meeting at 2:11pm. The next regularly scheduled meeting: October 26, 2021 at 1:00 p.m.

Respectfully submitted,

Elaine Chow

Vice-President (acting Secretary due to Richard Wiesen's absence)