

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes
Board of Trustees
Regular Monthly Meeting
December 14, 2021, 1:00 p.m.

Present: Alice Askew (via GoToMeeting), Martha Buyer, Elaine Chow, Kara Spencer-Ching, Richard Wiesen, Paula Klocek, Director and Guest: Adam Zaremski

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

1. There were no questions from the audience.
2. A motion (MB, EC) to approve the minutes, as amended, of the meeting of November 16, 2021 carried by a voice vote.
3. A motion (MB, EC) to approve the Treasurer's Report, November 2021 Financial Statements, and the Internal Auditor Report carried by a voice vote.
4. Director's Report: November 2021
 - a. The New Year is likely to see changes in e-services. Freegal Music will be discontinued starting January 1, 2022, after the current term expires. A team of System staff members is currently evaluating vendor proposals for additional digital/online content services. Unfortunately, the circulation of downloadable Music and Music videos has declined in usage while other areas have large increases.
 - b. The Director distributed statistics reflecting monthly circulation, patron count, computer use, and Wi-Fi use at ATPL for 2021. The data shows a consistent increase and stabilization across all categories since the beginning of the year. July, August, October, and November were our statistically strongest months.

The Board approved the Director's report by a voice vote.

5. Reports of Interest
 - a. The FY-2022 Erie County Budget as proposed by County Executive, Mark Poloncarz, has been approved by the Legislature. There were not any changes to the Library System's submitted budget, which recommended a funding increase of \$518,347 (2.0%).
 - b. ATPL patrons turned in 275 hardcopy letters (not including electronic submissions) to Legislator Lorigo in support of the proposed 2022 Erie County Budget. Our patrons showed exceptionally strong support in this initiative.
 - c. The Baubles & Bling Friends of the Library Fundraiser Sale raised \$2,042.17 and the raffle raised \$560.00 for a total of \$2,602.17. A very good result.
 - d. November 22-December 23, 2021, the community is welcomed to select an ornament from the Rural Outreach Center Squad holiday tree at ATPL to purchase a toy with a QR code from an Amazon registry. ROC will distribute the gifts to children in need.
6. Personnel
 - a. The Trustees reviewed the Payroll Report for Pay Period 24 for 2021.
 - b. The Board entered into Executive Session at 1:34 p.m. to discuss a matter of a disruptive dispute involving two of the staff. Adam Zaremski was excused. The Board returned from Executive Session at 1:50 p.m. and Mr. Zaremski returned to the meeting.

7. Old Business

- a. The Director distributed the approved Schedule of Library Board Meetings for 2022 prior to its release to the public.

8. New Business

- a. The Board reviewed the “System Paid” Budget for 2021 (as of 9/30/21). This is staff wages and benefits plus utilities. At this time, ATPL is within budget, and therefore is not responsible to reimburse the System for any overages.
- b. The Board reviewed a proposed schedule for Board Reviewing and Adopting Policies
A motion (KSC, RW) to adopt the Contract Library Boards of Trustees Personnel Policies and Procedures for ATPL carried by a voice vote.
- c. The Director presented a summary of data showing the number patrons who have listed ATPL as their “Home Library.” The listing was first by zip code and then summarized by towns and counties. Texas, Utah and Virginia were among the states listed. Within NY the counties listed were Allegany, Cattaraugus, Chautauqua, Genesee, Monroe, Niagara, Tompkins, Wayne, Wyoming, and Erie.
- d. Martha Buyer, will serve as interim Internal Auditor from January 1 until the Annual Meeting in April 2022 and Elaine Chow will serve as Interim Secretary for the same period.
- e. President Askew has been notified by Supervisor James Bach that Adam Zaremski will be appointed as a Trustee for a five year term beginning January 1, 2022 at the upcoming Town of Aurora Board meeting.

A motion (RW, EC) to adjourn the meeting was carried by a voice vote. President Alice Askew adjourned the meeting at 2:25 p.m. The next regularly scheduled meeting: January 25, 2022 at 1:00 p.m.

Respectfully submitted,

Richard Wiesen
Secretary