

AURORA TOWN PUBLIC LIBRARY  
550 Main Street, East Aurora, New York 14052  
Minutes of the Board  
Regular Monthly Meeting  
February 22, 2022, 1:00 p.m.

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

President Alice Askew called the meeting to order at 1:03 pm.

1. There were no comments from the audience.
2. A motion (MB, KSC) to approve the Minutes of the Meeting: January 25, 2022 carried by a voice vote.
3. A motion (AZ, EC) to approve the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: January 2022 carried by a voice vote.
4. A motion (KSC, MB) to approve the Director's Report: January 2022 carried by a voice vote.
  - a. Staff participating in many professional development opportunities, including technology training.
  - b. LED lightbulbs will be delivered on February 25, 2022. The Program Equipment and Facility Improvement Initiative project is moving forward.
  - c. ATPL's ranking among the 37 B&ECPL locations was discussed, relative to library size, based on population served.
5. Reports of Interest
  - a. Effective, 2/10/2022, ATPL rescinded the requirement for patrons and staff to wear face masks.
  - b. The County sent ATPL 1,440 COVID-19 at-home antigen tests for distribution to the public.
  - c. Patrons are able to conveniently charge mobile devices, tablets, and laptops via KwikBoost EdgePower™ clamp-on desktop charging stations found at each of our square tables. They are Apple / Mac, Android / PC, and Chromebook compatible, offering a standard AC outlet, a USB-A charging port with quick charge 3.0 technology, and a USB-C charging port.
  - d. The East Aurora Art Society has generously sponsored the purchase of unfinished birdhouses for a fundraiser in collaboration with the Friends. Each birdhouse will be painted and embellished by a different local artist. March 15 - April 18, the birdhouses will be on display. The community is invited to buy votes to judge and earn a chance to win their favorite birdhouses. One vote is \$1.00 or six votes are \$5.00. All proceeds will benefit the Library.
  - e. For the sake of inclusivity, paper and online library card applications have been updated to give patrons an option to give the names they prefer to be called, in addition to their legal names.
  - f. All B&ECPL locations will receive two hotspots and a Chromebook-hotspot kit. ETA unknown.
6. Personnel
  - a. The trustees reviewed the Payroll Report: Pay Period 26
    - The System set aside a Contractual Reserve (\$3,875) to help offset hazard pay to Senior Library Clerk and contract signing bonuses to full and part-time librarians.
    - Caretaker overages are due to him covering Cleaner duties while ATPL was without one.
    - ATPL operated well-within the personnel budget for 2021.
  - b. The Board did not enter Executive Session.

## 7. Old Business

### a. Rules of Conduct for Review

- a. Item 10, revised to “Vaping, smoking cigarettes, cigars, pipes, smokeless electronic cigarettes or using tobacco products inside of the Library, on the Library steps as well as ramps, or within one hundred (100) feet of any entrances, exits or outdoor areas of the Library (in accordance with New York State Public Health Law Section 1399-O).”
- b. Item 14, revised to “Photography or recording on Library premises without permission from the Library Director’s Office.”
- c. Item 16, revised to “Absence of clothing and / or shoes.”
- d. Acceptance of amendments for further review was carried by a voice vote.

## 8. New Business

### a. Photography and Filming Guidelines & Approval Form Draft for Review

- a. Removal of “Amateur” to guidelines and approval form.
- b. Tabled for next meeting.

### b. Disaster Plan Draft for Review

- a. Staff are aware Safety Folders where the Disaster Plan will be kept.
- b. Reorganization of plan was discussed.
- c. Tabled for next meeting.

### c. System Paid Budget Analysis (As of 12/31/2021)

- a. Staffing will be scaled as appropriate to remain fiscally responsible.
- b. Staff appreciation

### d. NYLA Library Advocacy Day March 2, 2022: 1. Senator Patrick Gallivan @ 10:30 a.m.; 2. Assemblyman David DiPietro @ 11:00 a.m.; 3. Senator Sean Ryan @ 11:30 a.m.

- a. The Library Director will attend.

### e. Other

- a. Ideas suggested by trustee, Adam Zaremski: Aurora Community Development Block Grant; a child play area near computer stations (classification of adult vs. children); flexible space for tutors; Ormsby School local community project; QR Codes; putting up artwork or posters on the walls of Children’s area.

A motion (MB, AZ) to adjourn was carried by a voice vote. President Alice Askew adjourned the meeting at 2:25pm. The next regularly scheduled meeting: March 22, 2022 at 1:00 p.m.

Respectfully submitted,

Elaine Chow

Vice President (acting Secretary)