

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes
Board of Trustees
Regular Monthly Meeting
January 25, 2022, 1:00 p.m.

Present: Alice Askew, Martha Buyer, Elaine Chow, Paula Klocek, Director, Adam Zaremski and
Guest: Councilman James Granville

President Alice Askew called the meeting to order at 1:06pm.

1. Comments from the audience: Councilman & Library Liaison, James Granville
 - a. recently elected to Aurora Town Board, encouraged open communication to the board and public sessions
2. A motion (MB, EC) to approve the Minutes of the Meetings: December 14, 2021 carried by a voice vote.
3. A motion (AZ, MB) to approve the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: December 2021 carried by a voice vote.
4. Director's Report: December 2021
 - a. ATPL is still in recovery mode but has managed to stay open for the full year, slowly increasing hours.
 - b. WI-FI usage has increased significantly.
 - c. Hotspots/Chromebooks are anticipated to be available for checkout sometime in the future.
 - d. Rankings and statistics within B&ECPL System will be included in Annual Report to the Community.
 - e. reminder that large % of users are outside of Town of Aurora residents
 - f. The Whaley gas line repair has been completed, apron awaiting better weather.

The Board (AZ, MB) approved the Director's report by a voice vote.

5. Reports of Interest
 - a. ATPL's partnership with Revive Wesleyan East Aurora Campus to support the ROC Squad with the Holiday Giving Tree Program helped more than 100 gifts reach children in need.
 - b. In celebration of the latest title being published in the Outlander series, ATPL is holding a free raffle from December 15, 2021 – January 31, 2022. The winner will be selected on February 1. To enter, patrons get one ticket for every five items they check out.
 - c. Erie County was designated B&ECPL locations as distribution centers for KN-95 masks. ATPL's first shipment of KN-95 masks (5 packages of 10) were gone within 40 minutes of their arrival. Testing kits will be available at the library. Prior interest is high, per many library phone calls.
 - d. The non-financial section of the State Report, along with the Report to the Community is due to B&ECPL by February 28, 2022.
 - e. The Friends of the Aurora Town Public Library will hold their Specials Sale in the Library's community room starting Thursday, April 7 from 10:00 a.m.–6:00 p.m. On Friday, April 8, the sale will continue from 10:00 a.m.–4:00 p.m. Then on Saturday, April 9, 10:00 a.m.–2:00 p.m.
 - f. The Aurora Town Public Library will hold its Annual Discard Sale for gently used library materials from Friday, May 6 through Friday, May 27. The sale will take place during regular business hours except on Friday, May 27 when the sale hours will be 10 a.m.–4 p.m.

6. Personnel

- a. Page Wages Adjusted to \$13.20 per hr / Sr. Page Wages Increased \$1.20 per hr (\$14.20)
- b. The Board entered into Executive Session at 1:26pm (MB, AZ) was approved by a voice vote. James Granville was excused. Personnel issues were discussed including the need for ongoing documentation. The Board returned from Executive Session at 1:46pm (MB, AZ) by a voice vote and Mr. Granville returned to the meeting.

7. Old Business

- a. A summary of the virtual ACT Meeting on Saturday, January 8, 2022, was shared by Alice Askew.
 1. There is a committee to simplify language of contract.
 2. Libraries can help town historians and vice versa - Rob Lowell Goller is working on a digitized local history card catalog file expected to launch at ATPL sometime in the Summer of 2022.

8. New Business

- a. Town vs. County Role
 1. B&ECPL system funding through county supports library services, staffing, supplies, technology, etc. vs. Town of Aurora financially supports the physical building as the owner, keeping up with maintenance, repairs and other improvements.
 2. Town of Aurora Highway Department has provided labor support through moving books for sales, acting as back-up cleaners when short on staff, etc. ATPL appreciates all of the additional support provided and is grateful that the Town values the Library.
 3. The Town of Aurora agreed to pay 25% (B&ECPL 75%) towards updating light fixtures to be all LED. Awaiting 2022 rebate pool to open for the project to proceed. Working and user experience will be improved due to lighting upgrades.
- b. 2021 Contract Extension and 2022 Budget Schedules
 1. Allotted personnel hours were reduced only by 1.5 hours for 2022 from 2021 which was helped by the additional Federal funding and the 2% increase from the County budget.
- c. Incidents—Rules of Conduct for Review, Central’s Photography and Filming Guidelines & Approval Form, Confidentiality of Library Records, ALA Bill of Rights, & ALA Articles
 1. Four reported incidents since the end of December 2021.
 2. ATPL staff has worked beyond to support the NYS / Erie County mask mandates, and the Board expresses appreciation for their dedication.
 3. Patron have rights to privacy in their library usage as supported NYS law, the Library’s Rules of Conduct, and B&ECPL System’s Confidentiality of Library Records policy. The incidents were reviewed. A new draft of the Rules of Conduct will be discussed at next meeting.
 4. ATPL staff has been informed / trained by the Director on how to respond in case of future incidents.

A motion (EC, AZ) to adjourn the meeting was carried by a voice vote. President Alice Askew adjourned the meeting at 2:34pm. The next regularly scheduled meeting: February 22, 2022 at 1:00 p.m.

Respectfully submitted,

Elaine Chow

Vice President (acting Secretary)