

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes of the Board for September 28, 2022

Present: Martha Buyer, Kara Spencer-Ching, Elaine Chow, Adam Zaremski, Aurora Town Public Library Director, Paula M. A. Klocek. Absent: Alice Askew.

President Kara Spencer-Ching called the meeting to order at 1 p.m.

1. No comments from the audience.
2. A motion (EC, MB) to approve the minutes of the meeting for June 28, 2022 was carried by a voice vote.
3. A motion (MB, EC) to approve the Treasurer's Report, including monthly financial statements & internal auditor reports of June, July, & August 2022, was carried by a voice vote.

4. Director's Report: June, July, & August 2022

Director Klocek explained higher circulation numbers for recent months, noting they were due to automatic renewals now that the entire library system is fine free. She said if materials are checked out at ATPL, gets the credit for circulation renewals. Circulation is still down (19.7%) from 2019/pre-pandemic levels, same with computer use (60.4% decrease from 2019) and patron count (37.8% decrease from 2019). Wi-Fi use continues to be popular, with it being up 31% from 2019.

Klocek said having no fines if materials are returned is going well, still have to explain to people what it means but most are happy with it.

A motion (MB, EC) to approve the Director's report was carried by a voice vote.

5. Reports of Interest

- a. ATPL is highlighting Banned Books Week (9/18-9/24) for the whole month of September in celebration of everyone's right to read and intellectual freedom.
- b. The Friends of the Library's first Summer POP UP Sale was a success, raising \$197 (pre-tax). A Fall POP Up Sale is scheduled for October 1 from 11:00 a.m. – 2:00 p.m. outside of the Library.
- c. B&ECPL is reintroducing a new VIP (Very Important Perks) reciprocal benefits program for discounts to area merchants. Patrons can show their library card to receive a discount at local museums, theaters and more. Zaremski will follow up with EA Chamber of Commerce to see if some local efforts could be made to include Chamber members with VIP program through Central.
- d. Baubles & Bling raffle tickets available for purchase at the Aurora Town Public Library in October and November—one for \$1.00, or six for \$5.00. The drawing will be held on Monday, November 28 at 2 p.m.

6. Personnel

- a. Payroll Report 15 & 17
- b. Cleaner, PT

Klocek said ATPL again needs a part time cleaner, someone to work 13 hours a week, mostly morning but with some flexibility. Zaremski said he would ask Aurora Town Board liaisons to inquire if an option is available to have Town Hall cleaner work on ATPL.

c. Board May Enter Executive Session. The board entered into executive session later in the meeting, as noted in the minutes below.

7. Old Business

- a. Long Range Plan of Service, Develop / Revise by December 2023
- b. Committees

Spencer-Ching said she would like to form an ad hoc committee to come up with proposals to spend the remaining Volker funds that were last used to purchase an AED in 2019. She said it might be good to ask the community what they might be interested in, and run concepts by Klocek for considerations. Zaremski said

he would assist Spencer-Ching to discuss ideas and share with the rest of the board.

A motion (AZ, EC) to establish a committee to look at spending the Volker funds was carried by a voice vote.

8. New Business

a. A motion (MB, AZ) to approve, with amendments, the Ethics Policy was carried by a voice vote.

b. Program Equipment Facility Improvement Initiative Project: Final Report

c. Q & A Chapter 56 of the Laws of 2022.

Klocek suggested waiting until Central figures out a policy as it can be a cumbersome process.

d. ACT Meeting, September 24, 2022 @ 9:00 a.m.

The meeting was canceled following the passing of the ACT president. As vice president, Buyer assumed the role of ACT president. She said the meeting was postponed as the group was seeking a location to host the meeting.

e. Library Discard / Friends Book Donation Storage

Klocek discussed a recent meeting she had with the Aurora Town Board, along with volunteers of the Friends of the Library, to construct storage space for donated materials the friends group uses in book sales. One idea was to install a shed in the northern section of the library parking lot to hold the books. A permanent solution was sought as the Friends group uses free rental spaces in the community, but if a tenant is found the friends group has to move the materials. A permanent storage space would make it easier.

f. A motion (MB, EC) to establish special hours for Halloween, Monday October 31: 10:00 a.m. – 5:00 p.m. was carried by a voice vote.

g. Other

Buyer said the library phone system has poor sound quality and asked Klocek to look into the matter.

Klocek said a meeting will be held at Central for library board members on Dec. 14 at 5 p.m. as a casual, networking event.

Buyer and Spencer-Ching said they have located people who might be interested in an ATPL library board seat, will bring resumes to the board for future consideration.

A motion (MB, AZ) to enter into executive session for possible matters leading to the discipline of a particular person and/or persons was carried by a voice vote at 2:15 p.m.

A motion (MB, EC) to exit the executive session at 2:38 p.m. was carried by a voice vote.

The next regularly scheduled meeting will take place on October 25, 2022 at 1:00 p.m.

A motion (EC, AZ) to close the meeting at 2:40 p.m. was carried by a voice vote.

Respectfully submitted,
Adam Zaremski, secretary.