

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes of the June 27, 2023 Board Meeting

Present: Martha Buyer, Kara Spencer-Ching, Elaine Chow, Sashi Racho, Adam Zaremski, and Aurora Town Public Library Director, Paula M. A. Klocek. Special Guest: Children's Librarian, Alison Lawrence.

President Kara Spencer-Ching called the meeting to order at 1:02 p.m.

1. There were no comments from the audience.
2. A motion (MB, EC) to approve the minutes of the May 23, 2023 meeting was carried by a voice vote.
3. A motion (MB, AZ) to approve the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report for May 2023 was carried by a voice vote.
4. A motion (EC, MB) to approve the Director's Report for May 2023 was carried by a voice vote.

Prior to voting, Racho asked Director Klocek if there were any concerns with the original circulation numbers. Klocek said many patrons are leaning towards electronic services and using the library in different ways. In an effort to highlight resources, services, programs, and materials being offered, Klocek and her team have been taking a multi-faceted approach. They have been hanging flyers around the library, posting on Facebook as well as ATPL's website, sending articles to the paper, creating displays, using dynamic shelving, and talking to local schools as well as groups.

Buyer noted that other local organizations around the region are having lower attendance issues and the library could be facing a similar factor.

Klocek added that she is not ignoring the fact that circulation is lower and is always looking at ways to actively engage patrons. The current patron count shows that the library has been busy.

Klocek shared a thank you letter from a Parkdale Elementary School teacher for the library helping the school with a program, and also mentioned a note from a teacher at Tapestry School, expressing appreciation for inviting him to come select leftover books from the Discard Sale.

5. Reports of Interest

- a. ATPL's Annual Discard Sale brought in \$1,812.22 after taxes—\$225.43 more than 2022.
- b. Leftovers from the Discard Sale were donated to Aurora Senior Citizens Center, East Aurora Middle School, Aurora Park Nursing Home, Tapestry Charter School, and St. Vincent DePaul. Offers were made to Parkdale Elementary, Holland Reading Center, Wales Community Center, Elma Senior Center, ROC, EA Boys & Girls Club, and Visually Impaired Advancement (previously Olmsted Center for Sight), but they were unable to take donations.
- c. Friends of the Library Pop-Up Book Sales are scheduled for Saturdays, June 24 (Roycroft Summer Festival), July 28 (Sidewalk Sale), August 26, and September 30 (Roycroft Fall Festival) from 11:00 a.m. – 2:00 p.m.
- d. Fillable forms to book a class visit and outreach through ATPL have been created and added to <https://www.buffalolib.org/aurora-town-public-library>. There are also forms for Community Meeting Room Use and Exhibit & Display that are fillable in the same location.

6. Personnel

- a. Payroll Report: Pay Period 9

Klocek said she is looking for another part-time librarian. No interviews have been conducted yet, but some were scheduled. She hoped to increase hours for that position in order to meet programming and outreach goals.

- b. There was no reason to enter into an executive session.

7. Old Business

- a. Long Range Plan

Requests were made to adjust the syntax within the long range plan and Klocek said she would make those adjustments.

Spencer-Ching said she thought the plan was at a good point and asked to leave it on the agenda to continue thinking about it. The board has until the end of the year to approve it.

b. Library of Things

Buyer sent a list of top “Library of Things” from another library that she thought could be utilized by Klocek to look over.

Klocek posted a new flyer in the library, on social media, and the library website to showcase current Things available to checkout, which also invites patrons to share suggestions with staff at the front desk. She said that hearing ideas from the ad hoc committee would be helpful, and suggested the possibility of conducting a formal survey to ask patrons what they want.

Chow said bird watching kits could be a good addition, especially as there are certain times of the year the community is asked to participate in national bird counting endeavors.

Klocek responded that she and the other librarians are working towards creating outdoor adventure kits, early literacy kits, and Citizen Science kits.

As other ideas were presented, Racho said she worried about purchasing electronic items and wondered how well they hold up over time. Discussions continued on how and when to best purchase new Things to add to the collection with the Volker funding.

c. Library Storage

Klocek said she met with Aurora Town Supervisor James Bach and Aurora Councilman Charles Snyder last week at library about the possibility of adding a storage shed. She said they would come up with drawings and meet again. She said at this time they were more in favor of a storage shed versus expansion. She noted that if the library did expand, it would still have the shed.

8. New Business

a. Patron Suspension, Reinstatement and Appeal Process & Patron Reinstatement Request Form Draft—Needs Review & Board Approval

Klocek said there is no formal process in place and she thought it would be good to address the issue now, with the hope that it is never used. Trustees discussed certain word changes they would like to see. Buyer noted that she had concerns that the overall policy was too subjective. She agreed a policy was needed, but thought it could be applied unevenly. Racho said she understood that viewpoint, noting the section “if a more serious violation occurs” as an example of being subjective.

Zaremski asked what Klocek would do now with no policy in place and a patron caused an issue. She said she could ask them to leave, and if the problem continued she could call the police.

After more discussion, the board agreed to table the issue until a future meeting to have more time to think about the matter.

b. Fall Art Walk: September 29, 2023

Klocek said there is a \$125 cost to join the Fall Art Walk. This would get the library on the Art Walk map and allow it to feature artists outside if the weather is good. The library plans on participating if the Board is in favor.

c. Library Hours—Tuesdays

Klocek said the library used to be open Tuesday evenings until 8 p.m., but as of now, it closes at 6 p.m. She wanted to be open later those days to have more times when the community room could be available for programs and meetings. She said she wants to have a new hire in place before doing that to help with the work.

d. Division of Sewer Management Project: Contract 95-Cured In Place Pipe Lining

e. 2023 Contract

A motion (SR, MB) was made to approve the 2023 Contract with Central and it was carried by a voice vote.

f. Wonderbooks

Children's Librarian, Alison Lawrence, made a special presentation about both Wonderbooks and VOX books that the library was able to purchase following patron donations. These read-alouds bolster language skills, readiness for school, and literacy. Also, they are helpful for children with learning disabilities and vision impairments. The donations allowed ATPL to purchase 23 Wonderbooks, which are like chapter books. They cover many different genres. The Friends of ATPL also donated over \$1,700 to help ATPL purchase 35 more VOX books. She said the library already had 24 of them, but didn't realize there were so many because these popular books are always checked out. Some of the books are bilingual, speaking in a foreign language and English. The trustees thanked her for the presentation.

g. Other

The next regularly scheduled meeting will take place on September 26, 2023

A motion (EC, MB) was made to end the meeting at 2:43 p.m. and approved by a voice vote.

Respectfully submitted,
Adam Zaremski
Secretary