

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Board Minutes for the May 23, 2023 Meeting

Present: Martha Buyer, Kara Spencer-Ching, Elaine Chow, Sashi Racho, Adam Zaremski, and Aurora Town Public Library Director, Paula M. A. Klocek.

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

1. There were no comments from the audience.

2. A motion (MB, EC) was made to approve the Minutes of the April 25, 2023 meeting and it was carried by a voice vote.

3. A motion (AZ, MB) to approve the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report for April 2023 was carried by a voice vote.

4. Director's Report: April 2023

Klocek noted that the wife of Al Fontanese was contacted following donations to the library in his memory to inform her of how the money was used to support ATPL through new book purchases.

Klocek also answered questions regarding auto renewal statistics and foot traffic to the library.

Some discussion was held about seeing if ATPL could be open during the Fall ArtWalk. Chow thought it would be a good way to get people into the library and share art from an exhibit with the community. Klocek said she would look into the matter.

A motion (EC, MB) was made to approve the Director's Report from April 2023 and it was carried by a voice vote.

5. Reports of Interest

a. A checkout history option is now available that has long been awaited by patrons. In order to take advantage of this new feature, patrons will need to opt-in first.

b. Other

Klocek noted that she will be meeting with Aurora Town Supervisor James Bach and Councilman Charles "Chuck" Snyder regarding ongoing expansion discussions for the library building, as well as storage of books for Friends of ATPL.

6. Personnel

a. Payroll Report: Pay Period 7

Spencer-Ching asked about payroll fund balance. Klocek said there had been turnover and there was a vacant position within the library. She said staff are utilized based on need at the library.

b. The board saw no reason to enter into an executive session.

7. Old Business

a. Long Range Plan

The board continued to look at the draft comments from prior meetings. Spencer-Ching said she would like to look at the mission statement and vision from Central and compare it to ATPL. This was done and some differences were noted.

Racho asked if there is a way to see how ATPL is living up to the Long Range Plan over time, and Spencer-Ching added that she would like to have something measurable to review.

Klocek said she did not see any issue in reaching the goals outlined in the Long Range Plan. She said she uses it as a roadmap every year when training new hires, evaluating staff, or planning her agenda.

Spencer-Ching noted that she would like to see if updates could be made to the community report to better inform the community about what is happening, Klocek asked for suggestions that could be made to future

reports.

Spencer-Ching asked the board to look over the latest draft and its changes and see if anything else should be done or discussed during the June meeting.

b. Klocek gave a brief statement about the NY State FY 2024 (2023-24) Budget - B&ECPL 2023 Budget Impact, noting it does not change from the current fiscal year.

c. Other

Buyer shared a report that involved the library of things. She said an out-of-state library reported to her that magnetic toy tiles for children are a popular item and thought it might be good to obtain for ATPL. Klocek said the children's librarian thought they would work well in future programming.

Racho asked where the money would come from to purchase the items and Klocek said from the line called Volker funds.

Klocek said ATPL will also soon have sporting equipment that can be checked out. It is coming from the Ralph C. Wilson, Jr. Foundation. She was still waiting on those items. Also, Buffalo Chess donated travel size chess boards that could will into circulation in the near future.

8. New Business

a. Claims Audit Policy Review

A discussion was had about whether this was appropriate to have or if the board would ever need a person to fill this roll. Racho said she thought there were many controls already in place and did not see a need for this unless ATPL were to undertake a large project, such as a construction expansion. Buyer agreed, saying the policy stipulated the board "may" get a person to fill this role, and does not have to get one.

A motion was made (AZ, MB) to approve the claims audit policy as written and it was carried by a voice vote.

b. Fontanese Folts Aubrecht Ernst Architects Proposed Floor Plans

Board members reviewed initial concepts for possible floor plan changes to ATPL as provided by the above architect firm. The firm has provided this service to ATPL for free and met with Klocek in the past to design ideas based on her recommendations. She said she would be sharing this with Aurora Town Supervisor James Bach and Councilman Charles Snyder.

c. ACT Workshop: May 20, 2023 @ 8:30 a.m.

Spencer-Ching said she thought the meeting went very well, and Buyer said she thought the discussion at the end of the meeting went well.

d. Other

The next regularly scheduled meeting will take place on June 27, 2023 at 1:00 p.m.

A motion was made (EC, MB) to close the meeting at 2:15 pm and it was approved by a voice vote.

Respectfully submitted,

Adam Zaremski

Secretary