

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes for the December 19, 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 was made (MB, EC) to approve the Minutes of the Meetings: October 24, 2023 and it was carried by a voice vote.

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

During discussion, Klocek said that money has been used to purchase more items for the Library of Things and she had plans to obtain more items for the Library of Things, including Early Learning Kits and an external DVD player. She also noted behind the scenes work to support the Friends of the Aurora Library in publicizing and helping to organize the group's events.

4. A motion was made (EC, SR) to approve the Director's Report for October & November 2023 and carried by a voice vote.

During discussion, Klocek said that October was the second best month of 2023 as far as patron count.

5. Reports of Interest

a. Ready to Write, ABC, 123 Early Learning Kits and snowshoes are available for checkout.

b. The Friends of the ATPL are raffling off baskets for children and adults filled with local goodies.

Tickets will be available for purchase on Nov. 17 through Dec. 21, one for \$1.00 or six for \$5. Winners will be selected at random on Friday, Dec. 22 at 10 a.m.

c. On Halloween, the Library gave away light up trick-or-treat buckets filled with books to the first two children who checked out five books. Buckets were donated by Patrick and Peg O'Brien. Books were sponsored by the Friends. All children who checked out five books were welcome to come to the front desk to choose one to keep.

d. Give the gift of reading while supporting ATPL by shopping at the Friends Ongoing Book Sale. Hardcover cost \$2 each. Paperbacks, and Movies are \$1 apiece. Puzzles priced as marked.

e. An Emergency Response & CPR Introduction (non-certification class) is planned for February 2024.

f. A Creating with Canva class has been coordinated for February 2024.

g. The Director and Town Historian are planning an exhibit and historical trivia event to commemorate the current ATPL building's 60th anniversary in 2024. She said the display would be in March and the program in April 2024.

h. Other

Racho asked how social media accounts are doing and Klocek said that Instagram was growing and is

active alongside Facebook. She said they market the accounts through brochures given to people who get a new library card as well as on the library hours of operation available to patrons.

6. Personnel

a. Payroll Report: Pay Period 20 & 22

Klocek noted that they have been spending additional money to have the part-time caretaker assist in other tasks and that was why there was a deficit in the specific budget line, but the library's overall spending would be under budget this year.

b. The board made a motion (MB, AZ) to enter Executive Session to discuss the employment history of a particular person at 1:22 p.m.

A motion was made (MB, AZ) to exit the executive session at 1:26 p.m.

c. Other

Spencer-Ching noted the board's appreciation for Klocek and Klocek's dedication to the library and said she would let Central know the board was happy with her work.

7. Old Business

a. A motion was made (MB, AZ) to approve the ATPL Long-Range Plan and it was carried by a voice vote.

b. Library storage

Klocek said shelving will be going in at the newly installed library shed and costs would be covered by the town, as informed by Town of Aurora Supervisor-Elect Charles "Chuck" Snyder. She said it might be a few months, but it will happen. The shed will soon be usable for staff and Friends of Library members for storage.

c. Library Trustee Education

Klocek said all ATPL trustees have turned in their 2-hour education forms. It is a yearly requirement for trustees.

Buyer said the next ACT meeting is March 9 and one is in May, date TBD, and it will be at Grand Island.

Buyer also said she will be taking on another term as library trustee for ATPL. Each term is 5-years. The Aurora Town Board will approve her tenure at a future meeting.

d. No further discussion on the Patron Suspension, Reinstatement and Appeal Process & Patron Reinstatement Request. Waiting on information from ACT.

e. Expand Tuesday Open Hours to 10:00 a.m. – 8:00 p.m. Beginning January 2, 2024

A motion was made (SR, EC) to expand Tuesday hours from 10 a.m. to 6 p.m. so the library would now be open 10 a.m. to 8 p.m. and it was carried by a voice vote. Spencer-Ching said she was always in favor of expanded hours as long as the library has the capacity to make it happen.

f. A motion was made (EC, AZ) to schedule the library board's meeting dates for 2024 and it was carried by a voice vote. Chow noted she will not be there for the January meeting due to a work conflict and Racho said she would not be there in February for a similar reason.

g. Other

Racho noted that the Certificate of Deposit was formerly purchased, as approved by the ATPL at a prior meeting, for 3.95 percent over 12 months.

Klocek noted that work by Racho also helped ATPL get its bank statements online to more easily meet

deadlines for completing reports.

8. New Business

a. System Paid Budget Analysis (As of 9/30/2023)

b. Teen & Young Adult Programming Survey Results

Klocek said that from November to early December ATPL had surveys in the teen area of the library asking what teenagers might like to see at the library. This survey was facilitated by part-time librarian, Melissa Flynn. Future surveys will be held online to garner additional input.

c. A motion was made (AZ, SR) to approve the Resolution for Contract Library Boards of Trustees Personnel Policies and Procedures and it was carried by a voice vote.

d. Girl Scout Gold Award Project

Klocek asked if the board wanted to move forward with a Girl Scout award project to construct a pollinator garden outside the library. The Town of Aurora would also need to give approval as the Town owns the land. The ATPL board said it wanted further information about its future maintenance, but was supportive of the project. The ATPL board asked Klocek to contact the Girls Scout to further explain the project and how it would be maintained.

e. Other

The next regularly scheduled meeting will take place on January 23, 2024.

A motion was made (EC, SR) to adjourn the meeting at 2:03 p.m.

Respectfully submitted,

Adam Zaremski

Secretary