

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes for the October 24, 2023 Meeting

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

Excused: Martha Buyer

President Kara Spencer-Ching called the meeting to order at 1:01 p.m.

1. There were no comments from the audience.
2. A motion (SR, KSC) was made to accept the Minutes of the Meeting for September 26, 2023 and it was carried by a voice vote.
3. A motion (EC, AZ) was made to accept the Treasurer's Report: Monthly Financial Statements & Internal Auditor Report: September 2023 and it was carried by a voice vote.
4. A motion was made (EC, SR) to accept the Director's Report: September 2023 and it was carried by a voice vote.

Klocek talked about how the combination of being fully staffed with librarians, frequency of quality programs / events, and Friends of the Library group pop-up book sales helped drive in more patrons in recent weeks.

Racho asked if the library was working on ways to promote events for youth / teenagers. Klocek noted ATPL's new Instagram account alongside contacting schools and teachers directly to inform them of the events.

5. Reports of Interest

- a. Friends of the Library Pop-Up Book Sale on September 30 raised \$133.75, for a total of \$771.55 this year.
- b. ATPL was recognized by Erie County Legislator James Malczewski with a letter regarding the Library's new collection of Wonderbooks purchased in Memory of Alvin Fontanese, which he read about in the East Aurora Bee newspaper.
- c. Erie County Executive Mark Poloncarz thanked ATPL for assisting with distributing Emergency Homecare Kits in September.
- d. The Friends of ATPL are raffling off a hockey stick signed by Kyle Okposo of the Buffalo Sabres. Tickets will be available for purchase on November 1 through November 29, one for \$1.00 or six for \$5.00. The winner will be selected at random on Thursday, November 30 at 10:00 a.m. All proceeds benefit the Friends of ATPL.
- e. B&ECPL libraries are distribution sites for solar eclipse glasses, provided courtesy of Erie County for the partial eclipse on October 14, 2023 and the full eclipse on April 8, 2024.
- f. Absolut Care will hold a job fair in ATPL's community room on October 30, from 10:30 a.m. – 3:00 p.m.
- g. Other
Klocek added that she has reached out to the Rural Outreach Center to see if a similar collaboration as what is going on with Absolut Care could be done with that organization. She has yet to hear back from the ROC.

Klocek also talked about the library's initiative to be a part of Small Business Saturday. People who shop locally at participating establishments - eight have joined - will get a voucher to have some gifts wrapped

at the library. The Friends of the Library will do the gift wrapping. Klocek said it's a good way to expand the library's visibility in the community, give back to local businesses, and provide service as well as holiday cheer to patrons. She is seeking donations of gift wrapping.

The latest additions to ATPL's Library of Things, hiking and bird watching kits, are available for patron checkout.

6. Personnel

- a. Payroll Report: Pay Period 17
- b. There was no reason to enter into an executive session.
- c. Other
Klocek said ATPL hired a page at the end of August.

7. Old Business

- a. Long Range Plan
There were minor discussions on the overall document, but no changes were made to it. Spencer-Ching said the board would aim to adopt it at the Nov. 28 meeting.
- b. Library Storage
Klocek said it was on track to be done by Nov. 1. The Town of Aurora is paying for the cost.
- c. Library Trustee Education
Klocek has education documentation from four of the trustees, and is waiting on Zaremski to turn his in before the end of the year.
- d. Patron Suspension, Reinstatement and Appeal Process & Patron Reinstatement Request Draft
The board discussed the proposed policy. Questions were raised about how to best contact someone who has lost their library privileges; how long a person might be suspended from ATPL and whether the document was clear.

Klocek suggested it should be a topic at a future ACT (Association of Contracting Library Trustees) meeting so trustees could hear from Central about its policy and let other libraries discuss possible suspension policies.

Buyer is president of ACT and the board agreed to contact her and ask that the item be added to a future agenda.

- e. Other

8. New Business

- a. Schedule of Meetings of the Library Board 2024 Draft
Spencer-Ching said the board could approve this at the Nov. 28 meeting to give trustees time to review the document.
- b. Expand Tuesday Open Hours to 10:00 a.m. – 8:00 p.m. Beginning January 2, 2024
Klocek talked about the upcoming expansion of ATPL hours. She said there is the staff to take on the work and it would allow the library to host other events.
- c. Library Advocacy Day with Sen. Gallivan on Wednesday, February 7, 2024 at Hamburg
The board will see who can go to express appreciation for past and continued support.
- d. Other

Racho talked about efforts to take ATPL bank savings and place it within a Certificate of Deposit (CD). She said ATPL has had a “rainy day” savings of about \$50,000 and it has not been touched in years. Last year it earned \$3 in interest and she thought the library would benefit by placing it into a CD for 12 months to earn more interest.

A motion was made (SR, EC) to place \$50,000 from ATPL savings into a Certificate of Deposit (CD) account with M&T Bank for 12 months at a 3.95 percent interest rate. It was approved by a voice vote.

The next regularly scheduled meeting will take place on November 28, 2023

A motion was made (EC, AZ) to close the meeting at 2:06 p.m.

Respectfully submitted,
Adam Zaremski
Secretary