

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
June 25, 2024 Minutes

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

President Kara Spencer-Ching (KSC) called the meeting to order at 1:00 p.m.

1. There were no comments from the audience.
2. A motion (SR, KSC) to approve the Minutes of the May 28, 2024 Meeting was carried by a voice vote.
3. A motion (AZ, KSC) to approve the Treasurer's Report: Monthly Financial Statements, Internal Auditor, & Contingency Fund Reports for May 2024 was carried by a voice vote.
4. A motion (SR, AZ) to approve the Director's Report for May 2024 was carried by a voice vote. During discussion, Klocek noted ongoing efforts by staff to interact with outside, local organizations to partner with reading events. Klocek also said the library is conducting a teenager survey, June 14 – August 10, to gain responses about better serving that age demographic.

5. Reports of Interest

- a. The Annual Discard Sale made \$1,537.61 after taxes. Leftover books and other materials were donated to Parent Network of WNY, Catholic Charities, and Warsaw Social Services. East Aurora Middle School, Parkdale, Absolut Care of Aurora Park, Tapestry Charter School, EPIC, and Literacy NY declined donations of the used materials this year.
- b. ATPL now has an Empire Pass available for loan, which permits unlimited vehicle access to most facilities operated by the New York State Office of Parks, Recreation, Historic Preservation, and the New York State Department of Environmental Conservation. This addition was possible with funds donated by Alice Askew. A brochure was created to provide useful information in regards to using the pass. Klocek said this lasts until the end of 2028. There were already five people on a waiting list to use it at the time of the ATPL board meeting. She said if it remains popular, the library could look at obtaining another multi-year pass. SR suggested that ATPL ask people who use the pass to submit photos or tag the library on social media so we can show how it is being used. Klocek said she would look into the idea.
- c. Other

6. Personnel

a. Payroll Report: Pay Period 11

Klocek reported several staff changes. A senior library clerk will retire in August, and two library pages will be leaving. She was going to interview for new page positions, starting the week of June 25. For the senior library clerk position, it is a competitive position and the civil service list will be canvassed for possible applicants. At the time, there were several unknowns as to when the current senior library clerk would officially retire and when Central would allow Klocek to begin the hiring process. She hoped to have someone by the end of September or sooner.

For now, Klocek will see who on current staff can handle the financial reports, review payroll, and other responsibilities of the position until a new senior library clerk is hired.

KSC noted that the ATPL trustee handbook requires the board to appoint personnel. The Director selects personnel. She asked that when Klocek makes a decision to fill a full-time position that she forward the applicant's name and resume to the board for review.

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

c. Other

7. Old Business

a. Performance Evaluation of Director

KSC said she and EC met with Klocek for the review. She said Klocek has to sign off on the document and return it. It will then be sent to Central. KSC said she would like to make sure the board continues yearly reviews, and that they be done on a similar schedule where the process is completed before the board's June meeting each year.

b. Local Account – CD & Discretionary Fund

SR said the Certificate of Deposit was officially started on May 30. During its May 2024 meeting, the ATPL board approved placing \$20,000 from the library's local checking account into a six-month CD at an interest rate of 3.95 percent.

Additional discussion was held to provide the ATPL director with discretionary funds to use for staff appreciation and / or holiday parties. The money will come from the library's local checking account. No formal vote was held, but present board members agreed that the director could use \$500 each year from that fund for such purposes. The director will keep track of how and when the money is used and present reports of usage during regular board meetings.

KSC said the discretionary fund in the budget would reset each year to \$500. No leftover funds in that budget line would rollover into the next year.

c. New York State Energy Research and Development Authority (NYSERDA) Grant

Klocek said she is still waiting for more info from the Aurora Town Board on this topic.

d. Other

A motion (SR, AZ) was made to approve the 2024 contract agreement between the Buffalo & Erie County Public Library and AURORA TOWN PUBLIC LIBRARY and was carried by a voice vote.

8. New Business

a. Other

The next regularly scheduled meeting will take place on September 24, 2024 at 1:00 p.m.

A motion was made (AZ, SR) to adjourn the meeting at 1:56 p.m. and it was carried by a voice vote.

Respectfully submitted,

Adam Zaremski

Secretary