

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes for March 26, 2024

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 p.m.

1. There were no comments from the audience.
2. A motion (EC, SR) to approve the minutes of the February 27, 2024 meeting was approved by a voice vote.
3. A motion (AZ, EC) to approve the Treasurer's Report: Monthly Financial Statements, Internal Auditor, & Contingency Fund Reports: February 2024 was approved by a voice vote.
4. A motion (EC, SR) to approve the Director's Report for February 2024 was approved by a voice vote.

5. Reports of Interest

- a. Adult size snowshoe (150 – 270 lbs), badminton, tennis, basketball, and soccer kits are now available for circulation, sponsored by the Ralph C. Wilson, Jr. Foundation.
- b. An emergency Narcan wall kit has been received from the Erie County Department of Health, making the Library a public access site for Narcan. Klocek noted that they are near the bathrooms and people can take a can with them. Procedure is in place for Senior Library Clerk to check the box a few times a week to see if replacements are needed and will order more when needed.
- c. NYS Kantola training will now contain a cyber-security module, which will count toward the mandatory technology training for library staff. This is a state requirement.
- d. Gail R. has generously sponsored a gift basket for a Mother's Day raffle to support the Aurora Town Public Library. Tickets are on sale starting April 1 until May 2 during regular library hours. One for \$1.00 or six for \$5.00. Klocek said the basket has not been dropped off yet and is in contact with the donor.
- e. The financial portion of the 2023 State Report has been completed, pending Board approval at the annual meeting on Tuesday, April 23, 2024 at 12:30 p.m.

6. Personnel

- a. Payroll Report: N / A
- b. There was no reason for the board to enter into Executive Session
- c. Other

7. Old Business

- a. Girl Scout Gold Award Project: No further updates.
- b. Staff Appreciation Day: March 1, 2024

Klocek thanked the board for donating to the event to support ATPL staff.

- c. ACT Meeting, Annual Workshop: March 9, 2024 @ 8:30 a.m.

Each of the board members discussed what they did at the meeting.

KSC brought up the session on completing a director performance review, stating that she thought it was helpful and that the ATPL board should look at completing it in the future. She said the board would have to decide who would be involved: the whole board or just a couple members. It will be on the April agenda to discuss further.

d. Other

8. New Business

a. A motion (EC, AZ) to approve the agreement for Loan & External Exhibition and Unique Collections Policy Review was approved by a voice vote.

Klocek noted that the library has loaned out paintings to another organization and there should be a policy for loaning those out. The paintings were given to ATPL in the 1990s and have to stay with ATPL.

b. Petty Cash Fund Policy

c. Other

KSC noted that the April meeting was also the annual meeting and board members will have to decide who takes on each position.

The annual and next regularly scheduled meeting will take place on April 23, 2024 at 12:30 p.m. & 1 p.m.

A motion (AZ, EC) was made to close the meeting at 1:49 p.m. and was carried by a voice vote.

Respectfully submitted,

Adam Zaremski

Secretary