AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
Minutes of the Board
Regular Monthly Meeting
November 18, 2025, 6:00 p.m.

Present: Martha Buyer, Kara Spencer-Ching, Elaine Chow, Sashi Racho, Adam Zaremski, Paula Ausberger (ATPL Director)

President Adam Zaremski called the meeting to order at 6:01 pm.

1. Comments from the audience: Sharon Kelly, Trustee with the Buffalo & Erie County Public Library System Board and CML liaison
   a. How are contract libraries dealing with interim library director?
   b. Recruiting the new system director is a multi-step process. The hope is to have someone fill the position in the spring of 2026.
   c. There is a noticeable hole in system, John Spears will be missed for a long time. (PA)

2. A motion (SR, AZ) to approve the minutes of the Meeting: October 28, 2025 was carried by a voice vote.

3. A motion (KSC, MB) to approve the Treasurer's Report: Monthly Financial Statements, Internal Auditor, & Contingency Fund Reports: October 2025 was carried by a voice vote.

4. A motion (MB, SR) to approve the Director's Report: October 2025 was carried by a voice vote.
   a. Milling and paving project caused patron visits and circulation to slightly dip.
   b. Trick-or-Read program had over 250 attendees.
   c. *Who Put the 'East' in East Aurora* books donated by local author Rob Goller.
   d. Request for new library card memberships annual summary.
   e. ATPL is performing in the top third of libraries for circulation and patron visits.
   f. Friends' of ATPL t-shirt sales are nearing $600.
   g. NYSEG event was very well attended.

5. Reports of Interest
   a. The Friends of the Library funded a new Sit & Play Snake, Teardrop Bean Bag Chairs, Comfy Hex Lounge Seat, and a Comfy Soft Rocker for the Children's Area.
   b. Throughout November, ATPL is participating in Legislator Lorigo's Neighbors Helping Neighbors donation drive. During this season of giving, her office is collecting laundry supplies, disinfectant wipes/spray, bathroom cleaner, dish soap, sponges/brushes, trash bags, rubber gloves, paper towels, toilet paper, tissues, washcloths, and towels. These donations will be distributed to local food pantries, including the Rural Outreach Center, FISH of East Aurora, Bread of Life Outreach Center, Springville Trading Post Community Care Center, and the West Seneca Community Food Pantry.
   c. No other reports of interest.

6. Personnel
   a. Payroll Report: Pay Period 20. No issues noted.
   b. The Board did not enter Executive Session.
   c. Full-time position request was not approved last fall.

d. Currently looking for part-time librarian.
Some applications received and are being reviewed.

7. Old Business
   a. Board Meeting Dates & Times
      Beginning January 2026, they will be 4th Monday of the month at 6:00 p.m.
      When there are holidays, ie. Memorial Day the meeting rescheduled for one week earlier. Dates to be reviewed and approved at December 2025 meeting.
   b. Library Leaders Presentation – Alissa Steele
      This teen group is informing programming, volunteering to help the library and community partners, learning leadership skills, and getting them engaged with their library. Recruitment of teens started in preparation for the Renaissance Faire. Orientation/introduction meetings were in August. The first official meeting took place in September. New teens are joining with friends. Currently, 10 teens are involved. Leadership skills gained in this program can be utilized by teens for NHS applications. They may request letters of recommendation from the librarian heading this group.
   c. Annual director performance review
      Completed in November for 2025, awaiting signatures and distribution.
      The board will aim to schedule the evaluation annually in June.

8. New Business
   a. System Paid Budget Analysis (As of 9/30/2025)
   b. Facility Use Policy – Review & Updates
      Remove 2 months in advance; remove Item II. A. 5.
      Remove II.B. 2. since no residence partners.
      Edits for consistency of abbreviation ATPL and use of “the ATPL”.
      A motion (KSC, MB) to accept proposed changes to the Facility Use Policy was carried by a voice vote.
   c. Telecommuting Policy – Review & Updates
      A motion (SR, KSC) to accept proposed changes to the Telecommuting Policy was carried by a voice vote.
   d. Maturing CDs
      A motion (MB, EC) to take expiring CDs and interest to start new CDs of $25,000 and $50,000 at 3.03% interest rate for 12 months each was carried by a voice vote.
      The maximum timeframe allowed by M&T Bank for our accounts is 12 months.
      Two different CDs at a smaller and larger amount will allow for flexibility if cash is needed before CD matures.
      Both CDs will be kept on the same maturation timeline for ease of account maintenance.

The next regularly scheduled meeting will be on December 16, 2025, at 6:00 p.m.

A motion (MB, KSC) to adjourn the meeting at 7:03pm was carried by a voice vote.

Respectfully submitted,
Elaine Chow
Secretary