

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052

Minutes
Regular Monthly Meeting
February 27, 2018

Present: Carol Griffis, Kara Spencer-Ching, Richard Wiesen, Robert Alessi, Director
Excused: Alice Askew, Deborah Carr-Hoagland

The meeting was brought to order by the Vice President, Carol Griffis at 1:05 PM.

1. There were no comments from the audience
2. A motion (CG, RAW) to approve the minutes of the meetings of January 23, 2018 and February 8, 2018, as amended, was approved by a voice vote.
3. A motion (CG, RAW) to approve the Treasurer's Report & Monthly Financial Statement of January 2018 was approved by a voice vote.
4. Director's Report, January 2018
The comments from patrons about the increased hours the library is open continue to be positive. A number of public programs during January have attracted capacity crowds.
5. Reports of Interest
 - a. WNYLRC State Representative Meeting
Director Alessi has attended a number of meetings arranged by local elected officials and WNYLRC in which the current state budget for libraries was discussed as were strategies for maintaining future funding.
 - b. Sidewalk Melters
The mechanisms for melting snow and ice on the library sidewalks are now completely inoperable. The cost of repair/replacement is prohibitive. We will rely on Town staff to shovel and de-ice as needed.
 - c. Fireplace
We have been given assurances that the vendor is ordering and assembling parts for the installation. No date has been given.
6. Personnel
 - a. A new part-time caretaker has been hired and has begun work.
7. Old Business
 - a. A motion (RAW, KSC) to confirm Board approval of the Revised Rules of Conduct Policy was approved by a voice vote.
 - b. A motion (RAW, LSC) to confirm Board approval of the Revised Procurement Policy was carried by a voice vote.

8. New Business

- a. A proposal for policy regarding the operation of the long term Library's Petty Cash Fund was presented. Discussion followed. A motion (RAW, CG) to approve a Petty Cash Policy was carried by a voice vote.
- b. A Proposal for the establishment of a Library Claims Auditor and policies governing that role was presented. Discussion followed. A motion (RAW, CG) to table until the April meeting the draft Claims Audit Policy was carried by a voice vote.
- c. Registration for two trustees and the Director for Annual ACT Meeting – Saturday, March 10, 2018 @ CEN 8:30am-1pm was finalized.
- d. There will be B&ECPL Staff Development Day – Wednesday, May 9th from 8:30am-4:30pm for all staff. A motion (RAW, CG) to close the Aurora Town Library on Wednesday, May 9 was approved by voice vote.
- e. The 2017 NYS Comptroller's Report Extension Request was approved.
- f. A patron survey about current Open Hours and interest in being open on Saturdays during July and August was discussed. Director Alessi will implement the survey on a number of sites.
- g. Bicentennial Planning
Planning continues with emphasis on government and community activities. Some suggestions of the Library's increased visibility were discussed.
- h. The CEN Board of Trustees has approved an increase in funding of \$3,137 to cover expenses for extended sick leave of a staff member during the last fiscal year.
- i. The next Long-Range Plan 2019-2023 Meeting is tentatively scheduled for 9 Apr 2018 from 12:30 to 2:30 PM.

Next regularly scheduled meeting: Tuesday, March 27, 2018, 1:00 p.m.

A Motion (RAW, KSC) to adjourn the meeting was carried by a voice vote. The meeting was adjourned at 2:50 PM.

Respectfully submitted,

Richard A. Wiesen, Secretary