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