

# Minutes of Regular Monthly Meeting Library Board

## Town of Aurora Public Library

June 26, 2018

### DRAFT

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

President Alice Askew called the meeting to order at 1 p.m.

1. There were no members of the audience present.
2. A motion (DCH, CG) to approve the Minutes of the meeting of May 22, 2018 was carried by a voice vote.
3. A motion (RAW, CG) to approve the Treasurer's Report & Monthly Financial Statement, May 2018 was approved by a voice vote.
4. Director's Report, June 2018  
The Discard Books sale netted \$2210.88 to meet the needs of the Library. The Friends of the Library will be sponsoring a demonstration of the Hawk Creek Program during the Bicentennial Celebration in Hamlin Park of July 3. The fireplace installation as well as the countertops of patron service desks, both financially supported by the Friends, were completed on schedule and on budget.
5. Reports of Interest
  - a. The amended B & ECPL System Circulation Policy was distributed. Of interest is the policy change that individual library cards would no longer expire and will therefore not require renewal. Further amendments are to be expected.
  - b. There are two iPads for mobile circulation system wide and they need to be scheduled through Central office.
  - c. The *Passport to Reading* of the past summer will happen again in 2018. The focus is having patrons visit all branch libraries in the system.
  - d. Again the *Read Down Your Fines* program will happen this summer. Children can reduce their fines by reading in one of the libraries in the system. Fifteen minutes of reading equates to a reduction of \$1.
  - e. The repair of a manhole on Whaley Ave. took place without major disruption of parking at the Library. The workers were very accommodating.

- f. The Director will be working over the summer to amend/tailor the policy that CEN has called “Policy for the Loan and External Exhibition of Rare and Unique Materials” for use at EAU
- g. The Friends Book sale of last weekend earned nearly \$5,000 but the exact figures await their final report.

## 6. Personnel

We have hired or promoted four individuals in the Library. These included a Clerk Typist, a Senior Page and two Pages.

## 7. Old Business

- a. At the May meeting the Board approved a Claims Audit Policy that included the establishment and functions of Claims Auditor. By a voice vote the Board confirmed approval.
- b. Further under the policy the Board by voice vote authorized payment in advance for public utility services, postage, freight and express charges along with petty cash expenses.
- c. Finally, the Board established the position of Claims Auditor and appointed Richard A. Wiesen.

## 8. New Business

- a. A motion (DCH, CG) to approve the 2018 Contract between the Buffalo and Erie County Library system and the Aurora Town Public Library was passed by a vote of 5 Yeas and 0 Nays.
- b. Potential NY State Library Construction Grant 2018-19 Application.  
The Board received the report of Stohl Environmental following testing for lead and asbestos surrounding the windows in the building as a preliminary to submission of NY State Library Construction Grant 2018-19 application. The report showed both asbestos and lead paint primarily outside the building. There is no health threat left undisturbed but corrective action will be required should the windows be replaced.

The Board authorized the Director will begin the work including conversations with the Town of Aurora relative to the grant application that is due in early Fall.

- d. Chamber of Commerce Advertisement  
Consideration was given to involve the Library in the Chamber of Commerce Display at their offices. No action was taken.
- e. DRAFT Long Range Plan 2019-2023

Discussion of the Draft took place resulting in asking the director to circulate a Word document of the latest draft for Board members revisions. The topic will be on the September meeting agenda.

- f. The Board support the Director's decision to offer the snow blower to another not-for-profit or the Town of Aurora. It is not useful and takes up storage space.
- g. In accordance with policy, the Claims Auditor presented to the Board a series of audited claims against the Library and recommended payment be authorized. The Board approved the payments.

The next scheduled meeting of the Board is as follows:

- Tuesday, September 25, 2018, 1 p.m. Regular Monthly Meeting.

A motion (DCH, CG) to adjourn the meeting was carried by a voice vote. President Askew adjourned the meeting at 3:00 p.m.

Respectfully submitted.

Richard A. Wiesen  
Secretary