

Minutes of the Regular Monthly Meeting of Library Board  
Town of Aurora Public Library  
October 24, 2017

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

The Meeting was called to order by President Alice Askew at 1:00 PM.

1. There were no comments from the audience.
2. The motion (KSC, DCH) to approve the minutes of the meeting of September 26, 2017 were adopted by a voice vote.
3. The motion (DCH, RAW) to approve the Treasurer's Report & Monthly Financial Statement, September 2017 was adopted by a voice vote.
4. The motion (CG, DCH) to approve the Director's Report for September 2017 was approved by a voice vote.
5. Reports of Interest
  - a. Passport to Reading program winners—two winners picked up their prizes from the Town of Aurora Public Library. Over 100 people completed the task of visiting all of the libraries in the system.
  - b. New photocopier is now operational. Cost of copies remains the same. B & W only but there are new features—scanner capability and input through a USB port.
  - c. Upcoming ACT Meeting @ HAM – Saturday, Nov. 4 beginning at 9:30 a.m. President Askew and VP Griffis will attend.
  - d. 2018 Recommended County Budget—The new budget proposal from the County has been made public. There is an increase in appropriations for the Library System which will help to cover increasing contractual costs and mandated expenses. Efforts are being made to make the case for the Libraries.
6. Personnel
  - a. Payroll Report through PP19. The report shows a deficit in personnel caused by one staff member on sick leave and replacement costs. The Director will be in contact with Central regarding funding to cover the deficit.
  - b. Staff extended leave. One staff member remains on extended medical leave through mid-December.
  - c. Page staff change. One page was separated from service.
7. Old Business
  - a. Fireplace. The Town of Aurora Board approved the purchase of a fireplace insert from Pro-Fireplace, the low bidder. Director Alessi will arrange for a Building Permit from the Town.
  - b. Jo Ann Elliott Bequest/Donations The paper work for the transfer for funds from the estate has been completed by the Director. Expecting funds will be released soon.

- c. The Motion (DCH, KSC) to confirm the acceptance of the new Lost & Found Policy as adopted by a voice vote.
- d. The Motion (CG, RAW) to confirm the acceptance of the new Ethics Policy was adopted by a voice vote.
- e. The Motion (DCH, CG) to confirm the acceptance of the revised: Exhibits & Display Policy was adopted by a voice vote.
- f. Coasters. An Anonymous Donor will provide the TAPL with a selection of wooden coasters with name and logo. They will be sold to patrons as a fundraiser during the holidays.

#### 8. New Business

- a. At the meeting of the System Board at TAPL last month comments were made about the rather messy configuration of the Network Wiring. The Central Office IT staff put some wiring in conduits. The Town has suggested a drape or curtain to cover the installation.
- b. 2018 Calendar of Open Hours. The Director presented two options for TAPL hours of service for 2018. The “Regular” option was essentially a continuation of the current model (open 291 days, 2130 hours) and an “Extra” version with expanded hours of service. (291 days, 2498 hours). Discussion. Because the staff has been reduced by an extended medical leave, the Regular version will be in effect until the staffing is restored.
- c. A discussion for the undertaking of the TAPL Long Range Plan of Service for 2019-2023. The Board will scheduled a work session in January for discussion of the new plan. Trustee are asked to review the current Plan with the intention of suggesting revisions.

The Motion (CG, DCH) to adjourn the meeting at 2:15 PM was adopted by a voice vote.

Next regularly scheduled meeting: Tuesday, November 28, 2017, 1:00 p.m.

Respectfully submitted,

Richard A. Wiesen, Secretary