

AURORA TOWN PUBLIC LIBRARY

BOARD OF TRUSTEES

September 27, 2016 @ 1:00 pm

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

1. Comments from the audience - none
2. Minutes of the meetings June 28 and September 2, 2016 were approved as submitted. (AA, RW)
3. Treasurer's Reports & Monthly Financial Statements for June, July & August 2016 were approved as submitted. (KSC, AA)
4. Director's Reports for June, July & August 2016 were approved after brief review. (RW, AA)
Vehicles (buses & trucks) hitting & damaging the back porch overhang is a recurring problem for which there seems to be no solution without losing parking which might help.
5. Reports of Interest
 - a. Parking lot was restriped last week.
 - b. Contractor for Tremco did roof repairs over the summer. Three layers of the polar-coat was applied this time. The Town should inspect the downspouts after every major storm and at least in Spring and Fall.
 - c. At the *Friends* post-book sale meeting on June 29, 2016 it was reported that with memberships, the quilt raffle & book sales yielded generous profits (\$9,170.31). On-line sales are also productive.
 - d. State Senator Patrick Gallivan visited EAU on July 13th. Deb and Rob met with him for about a half hour. Rob made special mention of past and potential for future NYS construction grants and thanks for the technology grants he sponsors annually.
 - e. ACT meeting on Saturday, October 15 at Lancaster will feature a presentation on Strategic Planning. Assistant Director Mary Jean Jakubowski encourages all contract libraries to be represented. Deb will be available to represent us.
 - f. System is sponsoring a black tie fundraising gala on Friday, December 2, 2016 called ***Celebrating Our Milestones: 180 Years of Books, History & Community.***
 - g. There will be a meeting of Southtowns *Friends* groups tomorrow, Wed, Sept 28 at Orchard Park. Several of our *Friends* members are able to attend.
 - h. The Fall meeting of our *Friends* will be on Wednesday, October 26, 2016 at 10:00 am.
 - i. Jim Bach reports that *Friends* will likely have to remove all materials in storage following a sale of Gleed.
6. Personnel
 - a. Payroll reports for PP15 & PP17 were accepted as submitted. (RW, AA). Comptrollers office (NYS) has been conducting audits of individual library units. Rob is being proactive and being prepared knowing that our turn will come. Our last NYS State report mentions audit from 1970s-1980s.
 - b. Cleaner is back on the job since early August and temporary substitute has returned to clerical position.
 - c. Ariel Neitch has been promoted to Senior Page.

d. Nolan Bateman started as new Page on September 17th.

7. Old Business

a. Fireplace: We're still waiting for estimates on putting large gas logs on the existing andirons pending decisions on fender. Dick is making inquiries on having a fender custom-made to guard the public against getting too close. The two firms he visited seemed enthusiastic but have not responded recently. Two other carpenters were recommended to him.

8. New Business

a. Rob conducts performance evaluations of staff members as steps/merit raises come through, and will do so for all in the coming year.

b. The November meeting will be on Tuesday the 15th instead of the 22nd.

c. Revised System Policy: Collection Development Policy has been amended by System Board and should be in the next annual contract. Motion to accept that policy replaces our current local policy. (KSC, DW)

d. The revised Gift & Donor Recognition Policy, similar to what we already had in place, (CG, AA), approved.

e. Ethics Policy, not included in our by-laws, is same as personnel policy & procedures manual.

f. Bylaws - Several recommendations for changes were discussed and adopted. (AA, DW)

g. FOIL policy based on Central Library and city branch policy and now drafted for ATPL was reviewed and adopted. (DW, AA)

h. tree work – the large silver maple on the front lawn has several dead limbs and a few branches hanging over the roof. Carol will ask the Village Tree Board for its opinion.

i. The Name the Snake contest has been held. About 30 ballots with pictures were submitted. The winning entry is "Scale". The 7-year old child will receive a \$25 gift card to the BookWorm.

j. Deb asked Dick if he will consider serving a full term on this Board, to be appointed in January. We are most grateful that he has agreed.

Adjourned at 2:20.

CG