

# Minutes of Regular Monthly Meeting of Library Board

## Town of Aurora Public Library

September 26, 2017

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

Excused: Carol Griffis

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

1. There were no comments from the audience.
2. The motion (KSC, AA) to approve minutes of the meeting of June 27, 2017 was adopted by a voice vote.
3. The motion (RAW, AA) to approve the Treasurer's Report and Monthly Financial Statements for June, July and August 2017 adopted by a voice vote.
4. Director's Report for June, July and August 2017. The motion (RAW, KSC) to approve the Director's Report was adopted by a vote.
5. Reports of Interest
  - a. Parking lot accidents of August 11 and August 14. In each case an individual had backed into another parked vehicle. Police were involved and Town of Aurora offices were informed and asked to review the parking problems.
  - b. The full computer network failed on September 5 beginning at the opening at 10 AM and lasted until 4 PM. The Central Office worked with Spectrum to resolve the problem.
  - c. Library Trustee Survey from Library Journal—Alice Askew completed the on-line survey of the operations and funding of the TAPL. Copies could not be made of her responses.
  - d. A new System Strategic Plan was approved by the Board of Trustees and will serve as a prototype of the plan to be written for TAPL. Copies distributed.
  - e. New Interlibrary Loan Program. An enhanced computer based system has been launched by the central office. 9200 patrons are registered to use the new version. The new system allows the materials to be returned to any library in the system.
  - f. Staff e-mail accounts. All staff now have their individual accounts; communication should be easier.
  - g. The B&ECPL System Board of Trustee meeting was held in our building last Thursday, September 21 beginning at 4 PM.
  - h. Passport to Reading program will come to an end this Saturday, September 30. It brought a number of visitors to our building. It is estimated that 95 individuals completed the Passport so far by having their documents stamped at each of the system libraries. It was a great success.
  - i. Air conditioning unit #3 has failed but the remaining two have been able to meet demand. The Town has been notified and repairs are expected.

- j. “Love Your Library Fund” will be a donation checkoff on the NYS Income Tax returns for 2017. The money will be used to support NY Statewide Summer Reading program.
  - k. The TAPL is expecting to take delivery of a new photocopier/coin operator soon.
6. Personnel
- a. Payroll reports through PP15 & PP17. Deficits are growing on the line for Librarian I PT caused by the extended leave of one staff member. Assurances have been given that money can be requested from CEN per our annual contract to correct the problem.
  - b. Staff extended leave. The staff member on leave will be out until mid-October at this point.
  - c. Clerk-typist, PT changes. One staff member left and a Senior Page was promoted to the Clerk-typist position. This leaves that position vacant for the immediate future.
  - d. Alice Askew has agreed to be nominated for another term as Trustee. By consensus it was agreed that Deborah Carr-Hoagland would write the nomination.
7. Old Business
- a. Town of Aurora Bicentennial. The Director is attending planning meetings. They are seeking to recruit as many town organizations as possible to participate in the celebrations. It might be that the Library may want to be a part of the “Barn Quilt Project” in building and decorating a wooden display panel for an exterior wall and be one of the stops on a “tour” of barn quilts across the Town.
  - b. Fireplace. After considerable efforts the Director has gathered three equivalent quotes for the new installation. He will send them to the Town Supervisor for Board action.
  - c. Jo Ann Elliott Bequest/Donations. There have been numerous donations amounting to about \$1500. The Director is working with the family to create a suitable memorial.
8. New Business
- a. The 2017 Budget has been updated to reflect a new Sen. Patrick Gallivan technology/security grant of \$2,500.
  - b. There will be no NYS Library Construction Grant (Replacement windows) in 2018. The matching funds from the Town are not there. We do have a letter from the NYS Division of Historic Preservation that “. . . project will have no impact on archeological and/or historical resources...” The letter will be helpful in the next grant cycle.
9. Revisions to the Policy Manual
- Following in step with the revisions in the B&ECPL Policy Manual, the Director presented four updates and revisions of the Policy Manual for TAPL.
- c. Internet Safety & Acceptable Use Policy (see attachment).  
Discussion. A motion (DCH, KSC) to approve the policy revision was adopted by a voice vote. Note: This policy is a system policy we follow as part of the contract.

- d. Lost & Found Policy (see attachment).  
Discussion. A motion (DCH, KSC) to approve the policy was adopted by a voice vote.
- e. Ethics Policy (see attachment).  
Discussion. A motion (DCH, KSC) to approve the policy revision was adopted by a voice vote.
- f. Exhibits and Display Policy (see attachment).  
Discussion. A motion (DCH, KSC) to approve the policy revision was adopted by a voice vote.
- g. Other. The Library has received an offer of a patron to provide us with wooden coasters that could be used as a fundraiser. Discussion. More information is sought.

The motion to adjourn (KSC, DCH) the meeting at 2:30 PM was adopted by a voice vote.

The next regularly scheduled meeting will be Tuesday, October 24, 2017 at 1 PM.

Respectively submitted,

Richard A. Wiesen, Secretary