

AURORA TOWN PUBLIC LIBRARY  
550 Main Street, East Aurora, New York 14052

Minutes of Regular Monthly Meeting  
February 26, 2019  
DRAFT

Present: Alice Askew, Martha Buyer, Kara Spencer-Ching, Carol Griffis, Richard Wiesen, Director Paula Klocek.

President Alice Askew called the meeting to order at 12:59 p.m.

East Aurora Chief of Police Shane Krieger attended the meeting to discuss steps to increase the safety of staff and patrons should there be a threat, such as an active shooter, in or near the building. Chief Krieger toured the building and made suggestions. Lt. Jack Wolff will visit within the week to continue the assessment.

1. A motion (CG, MB) to approve the minutes of the meeting of January 22, 2019 as amended carried by a voice vote.
2. A motion (RAW, CG) to approve the Treasurer's Report & Monthly Financial Statement for January 2019 carried by a voice vote.
3. A motion (RAW, CG) to approve the Director's Report for January 2019 was carried by a voice vote.

4. Reports of Interest

The Bicentennial Time Capsule ceremony will take place at the Library on Saturday, March 2, at 2p.m.

As part of the B&ECPL system's response to a fire's destruction of the Barker Public Library, ATPL donated two boxes of books.

The Library is partnering with Joseph C. Lorigo, Erie County Legislature minority leader, for the Veteran's One Stop Toiletry Drive from March 1—March 29, 2019.

Memorial brochures were sent the Kenneth Howe, Comfort, and Wood funeral homes. ATPL Website now includes a "Community Resources" section.

In anticipation of the demand, the non-financial section of the New York State Report for ATPL is complete.

5. Personnel

The 2018 Aurora Payroll Report was reviewed. The vacation times for the part-time cleaner were noted. The caretaker will fill in for the absences.

A Senior Page resigned effective mid-March to pursue other opportunities. The position has been posted, interviews are scheduled and the vacancy is expected to be filled promptly.

The Board went into Executive session at 2:15 p.m. to discuss the performance evaluation of Director Klocek who had left the meeting. Timetables were set to meet the March 22 deadline. The Board returned to regular session at 2:30 p.m. and Ms. Klocek returned.

#### 6. Old Business

Two trustees will attend the Annual ACT Workshop—March 2 @ 8:30a.m.-1p.m. at the Central Library in Buffalo. The board welcomes the opportunity to host the next meeting of ACT (Saturday, May 4, 2019) at ATPL.

The new Conflict of Interest and Disclosure Statement will be signed at the time of the annual meeting in April.

The new Meibohm Fine Arts library artwork appraisal was reviewed and trustees suggested the Director discuss a possible increase in insurance coverage on the collection with town officials.

After coping with the many deficiencies in the current telephone system, the Director researched a new system and a quote was received from Sourcewell. The company will provide a Mitel MiVoice Office 250 with five cordless 6940 endpoints. The funds from state technology grants through Senator Patrick Gallivan will cover the costs. The equipment is under a NYS contract.

Over the next month the Director and trustees will gather information on solutions to instances of threats to the safety of staff and patrons. The results will be a topic for the next meeting.

Representatives from the American Red Cross will be invited to the March Board meeting to discuss options for acquiring an AED and the training of staff.

#### 7. New Business

The Burchfield Penney Art Center has requested the loan of the ATPL painting *Moonlight* by Sandor L. Landeau as part of an upcoming exhibit. The draft agreement for the loan raised a number of questions about insurance and the museum's liability should the painting be damaged.

Concurrently the Library Board reviewed a policy draft: ATPL Loan and External Exhibit of Rare and Unique Collections. The Board agreed that the policy should be in force at the time the agreement on the loan of the Landeau painting is finalized. The trustees asked the Director to confer with the Rare Book Curator at the Central Library on language and with town officials on the availability of insurance riders covering such a loan.

The trustees reviewed the B&ECPL 2018 contract extension, covering the period between the end of the fiscal year and the approval of the new budget, as well as the 2019 ATPL budget schedule.

The ATPL annual discard sale will be held on Thursday, May 23rd – Friday, June 7, 2019 in the Community Room during regular library hours.

A motion (RAW, CG) to adjourn the meeting carried by a voice vote. The meeting adjourned at 3:45 p.m. by President Alice Askew.

Next regularly scheduled meeting: Tuesday, March 26, 2019, 1 p.m.

Respectfully submitted,

Richard A. Wiesen, Secretary