

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

Minutes of Regular Monthly Meeting  
June 25, 2019

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

President Alice Askew called the meeting to order at 1:01 p.m.

1. There were no comments from the audience.
2. A motion (KSC, CG) to approve the minutes of the meeting of May 28, 2019 as amended carried by voice vote.
3. A motion (CG, RAW) to approve the Treasurer's Report & Monthly Financial Statement for May 2019 as amended carried by voice vote.
3. Director's Report, May 2019  
Our YTD circulation figures continue to decline. However, E-Branch circulation is on the increase. New Library memberships/cards is up over 11%YTD. The number of patron visiting has increased YTD likely because of strong attendance for our programming.

After taxes, the 2019 Discard Book Sale raised \$2,231.43. \$20.55 more than last year.  
The Kantola Compliance Training will be completed by all staff by August 31, 2019.

"Read Down Your Fines" for children, 16 and under, began from June 1.

ATPL updated future construction project and grant needs with New York State. Included were the usual lists of new windows and parking. Nothing is likely to happen this year because the Town is pressed for funds because of construction of new Town Offices and there is a reduction in the State Library Construction budget.

The Smart Board was installed on June 5 with librarians received training two days later. The meeting room is open for use by the public and the Smart Board is available as well.

A student from Immaculate Conception School approach the Director to inquire about setting up a Chess Club for students over the summer. He was welcomed and the Chess Club is on the schedule for July and August.

6. Personnel

- a. The Trustees reviewed Payroll Report: Pay Period 11. Staff vacation scheduling will be tight this summer and new procedures are likely to be established for 2020.
- b. A motion (CG, RAW) that the Board enter into Executive Session was carried by voice vote. President Askew opened the Executive Session at 1:37 p.m. A Record of Counseling for a staff member was discussed. Director's recommendation that no further action was necessary at this time was agreed to. A motion (CG, RAW) to return to the regular order of business was carried by voice vote. The Board returned at 1:54 p.m.

7. Old Business

- a. AED Discussion of the purchase and reading of letter of support from the EAS Fire Chief followed a motion (CG, RAW) to authorized the Director to pursue the purchase an AED for the library; the Director will also summarize the Trustees' rational and funding in a letter to Central Office carried by a unanimous voice vote.
- b. No new information on the establishment of an ACT Contract Revision Committee.

8. New Business

- a. A motion (KSC, RAW) to approve the revised/updated Whistleblower Policy passed by voice vote.
- b. The 2019 ATPL Contract with the B&ECPL was discussed and a motion (KSC, RAW) to approved carried by a vote of 4-0-0.

A motion (CG, RAW) to adjourn carried by voice vote.

President Alice Askew adjourned the meeting at 2:15 p.m.

Next regularly scheduled meeting: September 24<sup>th</sup> at 1:00 p.m.

Respectfully submitted,  
Richard A. Wiesen, Secretary