

Minutes of Regular Monthly Meeting Library Board

Town of Aurora Public Library

May 23, 2017

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

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

1. The Executive Session was tabled until the next regular meeting.
2. There were no comments from the audience.
3. The motion (CG, KSC) to accept the minutes of the meeting of 25 April 2017 carried by voice vote.
4. The motion (CG, DCH) to accept Treasurer Report and Monthly Financial Statements, April 2017 carried by a voice vote.
5. Director's Report
There was discussion about the use of the library owned laptops and the effect of digital downloads on circulation data as well as selected events presented by the library staff. A motion (DCH, CG) to accept the Director's Report carried by a voice vote.
6. Reports of Interest
 - a. Meeting of Friends 26 April 2017
The Director summarized the meeting of Friends of the Library of 26 April 2017.
 - b. Minimum Standards Survey Results
All libraries in the system participated in the Survey and the results are summarized on the Trustees Website.
7. Personnel
 - a. The Director reviewed the Payroll Report through PP 8 and discussed staffing issues. Two staff will be absent for extended periods over the summer for medical leave. Coverage of their duties will be handled by increasing the work hours of two PT staff and shifting other responsibilities.
 - b. A new Page has been added to staff replacing an individual who had left.
8. Old Business—None
9. New Business.
 - a. Fireplace--The Director discussed the three bids for the fireplace and the likely increase in cost because of a change in manufacturer of the doors. The Board authorized the Director to begin discussion with the Town of Aurora officials concerning the implementation.
 - b. Library Parking Lot Expansion. A general discussion of the issues.
 - c. The motion (CG, KSC) to approve Bulletin Board Policy was carried by a voice vote.
 - d. The motion (CG, KSC) to approve the Distribution Policy for printed materials was carried by a voice vote.

- e. The modifications to the Procurement Policies and Procedures were discussed. A motion (DCH, CG) to approve as amended carried by voice vote.
- f. The Amended/Consolidated System Policies: Equal Employment Opportunity and Anti-Harassment Policies was discussed. This is part of the system Employee Handbook. Concern was voiced of the Board's role in the procedures.
- g. Town of Aurora Bicentennial was discussed and the Board voiced interest in participating and/or playing a supporting role.
- h. Library Card Holder Recognition. Discussion of some recognition for patrons that have been with us for a long time. The Director noted that there was no accurate way to determine how long an individual had a library card in the system. Suggestions were made.

The meeting Adjourned at 2:30 PM. The next regular meeting of the Board of Trustees will occur on Tuesday, June 27, 2017 at 1 PM.

Respectfully Submitted,
Richard Wiesen, Secretary