

AURORA TOWN PUBLIC LIBRARY
550 Main Street, East Aurora, New York 14052
May 28, 2024 Minutes

Present: Kara Spencer-Ching, Elaine Chow, Sashi Racho, Adam Zaremski and Aurora Town Public Library Director, Paula M. A. Klocek. Absent: Martha Buyer

President Kara Spencer-Ching called the meeting to order at 1:05 p.m.

1. There were no comments from the audience.
2. A motion (EC, SR) to approve the Minutes of the April 23, 2024 meeting was carried by a voice vote.
3. A motion (AZ, EC) to approve the Treasurer's Report: Monthly Financial Statements, Internal Auditor, & Contingency Fund Reports for April 2024 was carried by a voice vote.

During discussion, Klocek noted that she has been able to add more children's nonfiction books to circulation with funding from the Aurora Women's Club. She said it is helping to update that section with new materials.

4. A motion (EC, AZ) to approve the Director's Report for April 2024 was carried by a voice vote.

KSP said she was happy to see more people getting new library cards. Klocek said that people 17-years-old and above can get an adult library card. She added that restrictions can be added to a child's library card based on the decision of the parent-on-record.

Also, the library is pushing out a teenager survey to gain feedback for ways to better connect with that age demographic.

5. Reports of Interest

- a. 18 new Things are now available for checkout: portable projector, PutterBall Golf Game set, fort building kit, Yardzee, trampoline paddle game, PicassoTiles building set, PicassoTiles car track with LED light up cars, stargazing kit, Project Squirrel kit, compact desktop shredder, portable scanner, CD player, external CD / DVD drive, Blu-ray / DVD player, electric air pump with digital pressure gauge, Apples to Apples Jumbo Party Box, and the game, Anomia. These additions are made possible with funding from former State Senator Dale Volker and donations from Alice Askew and an anonymous patron.

During discussion, Klocek noted that Alice Askew was providing a New York State park pass people could borrow, where they take it out for 7-days. Klocek said she would see how it works and determine if more are needed in the future.

- b. An anonymous patron has generously sponsored a gift basket for a summer family picnic to support the Library. Tickets go on sale starting June 3 until June 29. One for \$1.00 or six for \$5.00. The winner will be drawn at random on Monday, July 1 at 10:00 a.m.
- c. Erie County Legislator Lindsay Lorigo visited ATPL on April 26 to deliver a proclamation to recognize ATPL during "Love Your Library Month."
Klocek said she asked Lorigo about coming in to read to children for a future event and would add it to the calendar when a date is confirmed.
- d. The juvenile paperback section has been refreshed and shelved, dynamically, in clear bins. Picture Books now have Back to School, Bedtime, Concepts, and Vehicles genres.
During discussion, KSP said the area looks inviting and thought it was a good change. Klocek said this modification has boosted circulation. Other updates are on the way for that section.
- e. Roycroft Campus Antiques has generously donated their time for an antiques appraisal fundraiser to

benefit the Friends. The community is invited to donate to the Friends of the Library to receive a ticket for a professional appraisal for one or two easily carried heirlooms. Tickets may be purchased beginning Monday, June 3. The cost is \$20.00 per item to be appraised. The appraisal event will take place at the library on September 14, 2024.

Klocek noted that there are a limited number of spots.

f. The Aurora Town Highway Department will fix the Library's parking lot in mid-September. Klocek said it is a complete renovation.

g. Other

6. Personnel

a. Payroll Report: Not Available

b. There was no reason for the board to enter into an executive session.

c. Other

Klocek said that a page is leaving soon due to graduation from school, so the Library will soon be hiring for that position.

7. Old Business

a. ACT Meeting at Grand Island: May 11, at 8:30 a.m.

AZ gave a brief overview of the meeting.

b. Performance Evaluation of Director

KSP asked the trustees if they were fine with her and EC conducting the actual evaluation. She asked that everyone fill out the form, send it back to her and they would consolidate responses to use for the evaluation. Then she will set a date with Klocek to go over the review.

c. Other

8. New Business

a. Book Sale Policy

A motion (EC, AZ) to approve the Book Sale procedure was carried by a voice vote.

During discussion, Klocek said she thought this was more of a procedure than policy and the board adjusted the wording during the motion.

b. Rules of Conduct

A motion (EC, SR) to approve the Rules of Conduct was carried by a voice vote.

During discussion, the board asked about pets/service animals being brought into the library. Klocek said pets are not allowed, only service animals, and in New York the ADA and state define a service animal as a dog. She said emotional support animals are not protected. She noted ATPL staff are not allowed to ask for paperwork to prove support animal status, they must take a person's word if they say the animal is a service animal.

c. 2024 Assessment Notification

Klocek said she informed Aurora Town Board liaisons and Town Supervisor Charles Snyder about this tax assessment notification as well as the roof report.

d. Local Account

A motion (AZ, SR) to approve taking \$20,000 from the ATPL local checking account and placing it into a 6-month Certificate of Deposit at M&T Bank was carried by a voice vote.

During discussion, SR brought back information regarding short term CDs and interest rates. She suggested the board place \$20,000 into a short term CD from the local checking account and leave about \$10,000 in there. Klocek said that account is funded through donations and library fundraisers, and it does not include funding that comes in from the Friends of the Aurora Town Public Library.

The account often has over \$30,000 in it.

The board said it would talk about using other parts of that local checking account and how it might be used by the ATPL director for discretionary funding.

e. Summer Programs

f. Other

Klocek noted an issue with obtaining money out of a contingency fund from the bank and getting charged. She said in the future a board member might be needed to take money out. It only happens a few times a year.

The next regularly scheduled meeting will take place on June 25, 2024 at 1:00 p.m.

A motion to adjourn the meeting (EC, SR) at 2:05 p.m. was carried by a voice vote.

Respectfully submitted,

Adam Zaremski

Secretary