

AURORA TOWN PUBLIC LIBRARY  
550 Main Street, East Aurora, New York 14052  
October 22, 2024 Minutes

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

President Kara Spencer-Ching (KSC) called the meeting to order at 1:00 p.m.

1. There was one audience member - Sharon M. Kelly, a trustee with Buffalo & Erie County Public Library System. She did not have comments at this time.

2. A motion (SR, KSC) to approve the September 24, 2024 meeting minutes was carried by a voice vote.

3. A motion (AZ, KSC) to approve the Treasurer's Report: Monthly Financial Statements, Internal Auditor, & Contingency Fund Reports: September 2024 was carried by a voice vote.

During the discussion, Klocek said the new senior library clerk was worth the wait and has been helpful since the prior person in the position retired.

Racho added that two Certificates of Deposits were up for renewal. She will contact the library's bank and collect current interest rates to bring back to the board to see if the board would continue keeping funds in those accounts.

Klocek said she did not have an issue with continuing to place money in a CD.

4. A motion (SR, AZ) to approve the Director's Report: September 2024 was carried by a voice vote.

Klocek said that with work to fix the parking lot, the library saw a slight dip in a patron count for that time frame.

She also talked about recent programs at the library. An event to help job seekers with resumes and find employment was held at the library. Before the session, she communicated with the Rural Outreach Center to spread the word about the class. Two people attended and were happy for the help.

A recent event aimed at teenagers had 16 participants. She said the library would like to continue enhancing programs for that age group.

#### 5. Reports of Interest

a. The Friends Pop-Up Sales made \$236.50 (June), \$188.00 (July), \$217.05 (August), and \$243.00 (October), for a total of \$884.55.

b. The East Aurora Co-Op has partnered with the Friends of ATPL for a Round Up at the Register from September 1 – October 31, 2024. Co-Op shoppers are invited to support the Friends of the Aurora Town Public Library by rounding up when they pay for groceries. Proceeds benefit the Friends.

c. During Friends of the Library Week, October 21-26, patrons were welcome to get a free farm fresh apple courtesy of the Friends of the Aurora Library.

d. Self-checkout equipment was replaced on October 1.

e. Other

#### 6. Personnel

a. The Payroll Report was not available at this time. Klocek said she had just received the information before the ATPL meeting, and this document will be available at the November meeting.

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

c. Other

Klocek said she had some recent applications for the part-time librarian positions and there were higher quality candidates. She passed along the preferred applicant to Central to extend an offer. Following a discussion, she clarified that part-time positions do not have a civil service list requirement.

## 7. Old Business

### a. ACT Meeting—October 19, 2024 @ 9:00 a.m.

Klocek said she gave opening remarks about what ATPL has to offer and some unique features of our building. The community room was at full capacity for the meeting.

KSC added that the information on the library budget and use of discretionary funds were good topics and people were engaged.

### b. Other

## 8. New Business

### a. Position Change Request-Rationale and Follow-Up

The ATPL board and Klocek discussed adding another full-time librarian position. Klocek noted that the candidate pool has been small due to the position being limited to being part-time with 19 hours maximum a week. Retaining a part-time librarian, who assists in meeting the goals of our long-range plan, is difficult. She noted that the previous part-time librarian recently left our library for a full-time position elsewhere in the System. The candidate to be hired for the part-time position is interested in a full-time job for the long term. KSC said the ATPL board understood the concerns and that having a full-time librarian would allow ATPL to host additional programs for patrons. She also mentioned that ATPL often ends the year with surplus funds in the personnel budget and wondered if that money could be used for the full-time position.

Klocek sent a Position Change Request to Human Resources, and she was told that the System would consider the request after the County budget is hopefully approved.

Following discussion the board approved a resolution to support Klocek and her request to the System. The resolution is below:

A motion (AZ, SR) to approve the Position Change Request-Rationale and Follow-Up put forth by ATPL Director Klocek, noting that we want to make sure to highlight that it is difficult to retain talent for a position of such need and even if we have a person hired at a part-time basis, the ATPL board of trustees would support and request a conversion to full-time to not continue looking for and retraining people, was carried by a voice vote.

b. A motion (SR, AZ) to approve additional closings in 2025 and special hours for the below times was carried by a voice vote.

-July 3: 10 a.m. – 5 p.m., for 3rd of July Festivities

-December 24: Closed All Day, For Christmas Eve,

-New Year's Eve: 10 a.m. – 5 p.m. (SR, AZ)

### c. Other

The next regularly scheduled meeting will be on November 26, 2024, at 1:00 p.m. KSC, Racho and Zaremski said they would be there.

A motion (AZ, SR) to adjourn the meeting at 1:51 p.m. was carried by a voice vote.

Respectfully submitted,

Adam Zaremski

Secretary