

# Aurora Free Library Board of Trustees Meeting Minutes

## November 19, 2020

**Present:** Barb Blom, Thea Miller, Jim Burkett, Steve Moolin, Julie Schneider, Ellen Baker-Wikstrom, Sue Dean and Sandy Groth

**Excused:** Debbie Hoke

**Guests:** Robin Driskel and Marie Dentes

*The meeting was conducted via ZOOM in compliance with recent social distancing recommendations and NYS Executive Orders in response to the COVID-19 Pandemic. The meeting was recorded. All participants were in their homes.*

**Call to Order at 5:34 pm. No conflicts of interest reported.**

**Consent Agenda** – Ellen made motion to approve the October 22 Board Meeting report and the November 19 agenda. Thea seconded. Approved unanimously.

**Treasurer’s Report** – Review shows that we may have a small ‘carry forward’ into 2021 but that certain expenses were considerably higher this year than budgeted, namely Cleaning and Maintenance/Repairs. Need to take this into consideration for 2021 budget.

**Director’s Report** – Sandy reported on Programming Survey progress, a recent NYLA conference, and that approximately \$500 of CARES Act reimbursement will be coming for COVID related expenses.

During the Director’s Report we reviewed the new ‘microcluster’ protocol from NYS that may create need for future reduction in service or temporary closure. We also reviewed the Emergency Closure Policy and the Re-opening resolution from our May 2020 meeting and the **Board agreed that Sandy should determine the need for Library closure or reduction in services in consultation with the Executive Committee, take the appropriate action, and inform the Board of the action taken.**

## Committee Reports

### Fundraising

- BLB online fundraiser began on September 25, 2020. Robin & Marie presented lessons learned in this first on-line event through challenges and great success.
  - The BLB Committee determined that an on-line ‘Buy It Now’ format could be successful, learned ‘on-the-job’ how to do it, and coupled with generous sponsorships, yielded donations that **exceeded their goal by 70%**.
- Sue presented progress on a campaign in the planning stages associated with the Old Jail and it’s reuse in which people would donate to the Library in the name of a person pictured on our website or another virtual means. The campaign is planned for April/May 2021.

### Preservation

- Steve presented recent Library Construction Aid progress and Cherry Avenue sills repairs made by Doug Wood.
- Steve motioned to accept a proposal from Hale Roofing to spend \$800 for a drone photographic survey and accompanying report. Ellen seconded. Approved unanimously.

### Nominating

- Julie reported that there will be 3 candidates that the Board will receive information on at the December meeting.

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## Old Business

**Long Range Service Plan** – Community Advisory Group held it's final meeting on 11/12, provided insightful feedback, and expressed a willingness to continue involvement. We are encouraged to:

- Develop processes for evaluating new programs and technologies.
- Bear in mind the reason for the technology is to connect people.
- Don't be afraid to take chances.
- Get feedback.
- Find a way to get physical materials to people outside of operating hours, 24/7.

## New Business

### Sick Leave Policy

Sandy presented a policy consistent with the September 30, 2020 NYS requirements. 'Front loaded' 40 hours and unpaid. Jim motioned, Steve seconded, Approved unanimously. Suggestion was made to form a personnel subcommittee to study policies including Sick Leave.

### Tax Cap Override Resolution

*Whereas, the adoption of the 2021 budget for the Aurora Free Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and*

*Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it*

*Resolved, that the Board of Trustees of the Aurora Free Library voted and approved to exceed the tax levy limit for 2021 by at least the sixty percent of the board of trustees as required by state law on November 19, 2020*

Thea motioned, Julie seconded, motion approved unanimously by the seven (7) board members present which constitutes 87% of board.

### 2021 Budget First Reading

Thea presented a first draft of the 2021 budget and requested input from Sandy and Board members on specific areas of income and spending. This draft assumed a tax levy increase, an in-person Book Lovers' Ball, and increased building maintenance and repair costs.

- The first draft nearly balanced – showed deficit of \$3,500.
- Detailed breakdown will be distributed after the Board meeting for review and feedback.
- December meeting will focus on 2021 Budget.

**Adjournment** - 7:05 pm Ellen made motion. Thea seconded. Approved unanimously.