

Aurora Free Library
Board Minutes
May 20, 2021

Present: Steve Moolin, Thea Miller, Susan Deacon, Jim Burkett, Natalie Kimbrough,
Ellen Baker Wikstrom, Sue Dean

Absent: Andre Lynch

Staff Present: Sandy Groth

Guest: Sarah Glogowski

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.

1. Steve Moolin called the meeting to order and welcomed all in attendance.
2. Conflict of Interest – No conflicts of interest were noted.
3. Consent Agenda – Steve made a motion to approve the April 15, 2021 Board of Trustees minutes and the May 20, 2021 agenda. Thea seconded the motion.
CARRIED
4. Announcement – All staff and board members have submitted the Conflict of Interest and Whistleblower signature pages.
5. Treasurer’s Report – Thea reported that an extension has been filed for our Tax Returns. She also reminded board members that the board has elected to defer the draw from the CNY Community Foundation.
6. Director’s Report – Sandy noted several items:
 - a. Thank you gift cards have been distributed to all staff and key volunteers.
 - b. Community Foundation of Tompkins County gave \$50 Amazon gift cards for all staff.
 - c. Sandy is still working on ordering furniture for the room in the basement.
 - d. The door count is trending up.
 - e. Overdrive activities returned to pre-COVID levels.
 - f. Circulation is steady.
 - g. The library continues with current COVID policies regarding masks and social distancing, however, since we are an association library the state regards us as a business, therefore, we can make our own policies.
 - h. Sandy announced that Ed Easter is resigning. She is putting together a job description for his replacement.
7. Committee Reports –
 - a. Fundraising –

- i. The plant sale raised \$803.
- ii. The Booklovers Ball is scheduled for September 17, 2021.
- iii. We don't know the availability of the Masonic Lodge for the Book Sale. If the Book Sale happens Board member assistance will be needed.
- iv. Sue is still working with Kelsey on a fundraiser related to the "Old Jail."
- v. Natalie Kimbrough volunteered to assist Sue on the Fundraising committee.
- b. Morgan Opera House –
 - i. The committee is still grappling with guidelines regarding the ability to occupy MOH post COVID.
 - ii. Current thinking is to have "pop-up" concerts this year focusing on local talent.
 - iii. They are still planning on doing the "Whole Ball of Wax" this December.
- c. Preservation –
 - i. The Preservation Committee will meet June 3 to outline a plan to deal with the outstanding issues.
 - ii. Next Monday the front doors will be removed for refinishing.

8. New Business –

- a. Sarah Glogowski from FLLS was guest to speak to the minimum library standards. She gave an overview of FLLS and how they assist the 33 area libraries in their 5 county system. She explained that minimum standards are in place to promote accountability in library services, guide transparency, and give a sense of normalcy. She then went through the checklist which appears on the annual report. Libraries have until December 31, 2021 to meet the standards. Sarah felt very confident that AFL will meet the standards even though there are several we still need to work on.
 - i. Bylaws need to be reviewed every 5 years
 - ii. Long range plan (3-5 years) in place
 - iii. Annual report to the community
 - iv. Board policies reviewed every 5 years
 - v. Annual budget
 - vi. Survey services provided
 - vii. Must be open 20 hour/week
 - viii. Look at the building and how it meets consumer needs
 - ix. The library must provide programs
 - x. Evaluate technology to meet community needs
 - xi. Printed information available as well as on the website
 - xii. Paid director
 - xiii. Training about technology use
 - xiv. Community partners – must have partners in the community

9. Old Business –
 - a. Minimum standards subcommittees were established to report back to the board.
 - i. Policies – Several board members will assist Sandy with policy development/review
 - ii. Bylaws – Jim Burkett and Thea Miller
 - iii. Long Range Plan – Steve Moolin and Natalie Kimbrough
 - iv. Effectiveness – Steve Moolin, Ellen Wikstrom, and Sandy Groth
 - v. Technology Training – FLLS
10. Adjournment – Thea Miller move to adjourn the meeting. Ellen Wikstrom seconded the motion. CARRIED