

Aurora Free Library  
Board Minutes  
September 16, 2021

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

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 September 2, 2021 Board of Trustees minutes and the September 16, 2021 agenda. Ellen seconded the motion. CARRIED
4. Treasurer’s Report – In Thea’s absence Steve reported:
  - a. Library Operating account Down 23% - \$31,860, \$15K to Bartalotta Front Doors
  - b. Business Savings - No change
  - c. MOH Checking Up 2% - \$479
  - d. Restricted Funds Down 8.5% - \$6,452
  - e. CNY Community Foundation Up 2% - \$4,202
5. Director’s Report – Sandy highlighted:
  - a. The orientation and training of Nicole (new hire) continues.
  - b. Nicole is doing inventory of library materials.
  - c. They are preparing for the shutdown to refinish/replace the floors.
  - d. United Ministries will host scaled down library operations during the shutdown.
  - e. Steve and Sandy are exploring the possibility of installing a unit that allows 24/7 access to library books.
6. Committee Reports –
  - a. Fundraising –
    - i. The Book Sale did very well this year. There were good quality books, some collectible. The sale raised around \$2,100 which is much better than past years. MOTION: Sue Dean moved to donate \$100 to the Aurora Masonic Lodge for the use of their building and the support they have given over the years. Steve seconded the motion. CARRIED

- b. Morgan Opera House –
  - i. Since the Performer’s Contract has become outdated an updated contract template was presented to the board. MOTION: Ellen moved to adopt the updated contract as presented. Steve seconded the motion. CARRIED
- c. Preservation –
  - i. Steve informed the board that the Construction Aid application has been submitted to FLLS

7. New Business –

- a. The updated Finger Lakes Library System Free Direct Access Plan for the FLLS member libraries was presented. MOTION: Steve made a motion for the Aurora Free Library to approve the updated plan. Sue Dean seconded the motion. CARRIED
- b. Windows Fundraising Plan – The need to replace the windows in the library has been on the board’s radar for several years. It was originally estimated in 2017 that the cost of restoring/replacing the windows would be in excess of \$400,000. Steve estimates now the figure would be closer to \$500,000. Recently a donor suggested that a donation of \$5,000 would be forthcoming if the board was prepared to begin a campaign to replace the windows. Beginning to fundraise for this project was discussed. Jim observed that in a conversation with Tom Griffith, CNY Community Foundation several things are critical before beginning to ask for funds.
  - i. Any fund raising program must be approved by the board before beginning. We are going to raise this money regardless of whether a targeted donor says yes or no to contributing to the campaign.
  - ii. It should have an agreed upon financial goal.
  - iii. And it should have a plan of how the funds will be raised. Who on the board will be the point person? Who from the community will chair the campaign?

Steve reminded the board that the fundraising must be driven by program needs. A case statement outlining the importance of the project is critical. The board concluded that we are not yet prepared to begin a fundraising campaign for the windows. Steve will talk to the donor regarding our current situation.

- c. Nominating Committee - Sue Dean and Natalie Kimbrough agreed to serve as the 2021/2022 Nominating Committee.
- d. Jim, Thea, and Susan Deacon have been charged with reviewing the bylaws and making recommendations for changes. Two changes were discussed.
  - i. Do we want the bylaws to call for a fixed number of trustees rather than a range as currently exists? If so how many trustees should be called for in the bylaws? All board members present were polled and agreed that the bylaws should call for a fixed number of trustees. Many expressed that either 7 or 9 should be the number.

After discussion most leaned toward 7 as the number of trustees that should be on the board.

- ii. A second question raised was whether the bylaws should allow for trustees to serve three consecutive terms rather than two as currently outlined. Trustees were again polled and most leaned toward allowing trustees to serve three consecutive terms. The bylaws committee will take this input into consideration and bring updated bylaws to the board as a recommendation.
8. Adjournment – Sue Dean move to adjourn the meeting. Susan Deacon seconded the motion. CARRIED