

Aurora Free Library
Meeting Minutes
September 22, 2022

Present: Susan Deacon, David Eckhardt, Dennis Looney, Natalie Kimbrough, Thea Miller, Ellen Wikstrom

Excused: Susan Dean

Guest: Sarah Glogowski, Marie Dentes

Staff: Sandy Groth

The meeting was conducted in-person.

- A. Susan Deacon called the meeting to order at 5:34pm and welcomed all in attendance.
- B. Conflict of Interest – No conflicts of interest were noted. Susan motioned to approve, Dave seconded. CARRIED
- C. Changes and amendments to agenda- Susan motioned to approve changes to agenda, Dennis second. CARRIED
- D. State Grant Report -
 - a. Marie Dentes presented that the Village of Aurora, in coordination with the AFL, is applying for grant funds for Community Enhancement under the New York Forward Grant Program. The grant is specifically written for AFL and MOH window replacement and air conditioning for the MOH. If granted, the AFL and MOH would be awarded \$340,000 in State funds, with a donor match of \$30,000 totalling \$370,000. AFL will know by the end of 2022 if we are in the top three candidates for state funding.
 - b. Susan made a motion to approve submitting a grant for NY funding in conjunction with the Village of Aurora. Dennis second. CARRIED
- E. Sarah Glogowski: Finger Lakes Library Overview
 - a. Trustee Education:
 - i. New regulation coming in Jan 2023, mandating two hours of trustee training annually to maintain position on board. Hours will be recorded in annual reports. Training needs to be library-related (can be archived materials). Two hours of training is in addition to the annual sexual harassment training.
 - ii. Need to review by-laws and ensure “how to remove Trustee that hasn’t completed training” is properly outlined.
 - b. Minimum Standards:
 - i. Overview of By-Laws, Long Range Plans, Annual Report, Written Policies, Annual Budget, Effectiveness, Open Scheduled Hours, Maintains Facility, Programs, Circulation System, Access, Paid Staff, Annual Staff Training, and Partnership standards and details. Library minimum standards are reflected in our Annual Report.

- c. Referendum funding discussion. Sarah suggested our tax base number reflect 60-75% of our budget, with 75% being her preferred suggestion.

F. Director's Report -

- a. Discussion of circulation statistics. Sandy will present statistics comparing pre-pandemic circulation numbers to current numbers at the next meeting.

G. Committee Reports-

a. Fundraising-

- i. Book Lovers' Ball is sold out.
- ii. Sunday, October 9th, author talk with Robert Mrazek will be held at the Morgan Opera House.

b. Morgan Opera House -

- i. Ellen presented that the Skaneateles String Quartet is performing October 16 at 4:00pm
- ii. Susan Forbes, past Chair of the Theater Department at Wells, directing a Readers Theater event in November.
- iii. Bones East Trombone Octet possibly playing the first weekend of December.

c. Preservation -

- i. Dave presented that new side steps were installed by Johnson Stone Works of Ithaca. Additional work included removing loose joint compound and sealing ramp edges. Invoice was \$2,693.
- ii. Johnson Stone Works estimated \$4,000 for front step work. Work planned for 2023. Dave submitted a letter requesting \$4,500 funding for the work through Assemblyman John Lemondes.
- iii. Aurora Fire Department ladders cannot reach gutters. Need to determine a method to clean these.
- iv. Lampman Tree service was contacted regarding tree growing out of chimney and also cleaning the gutters.
- v. Waterproofing work completed on foundation walls of the jail room. Phil Collins removed plant roots with his backhoe, invoiced \$290.
- vi. Village of Aurora applying for grant funds for Community Enhancement under the New York Forward Grant Program for AFL and MOH window replacement and air conditioning for the MOH.

d. Nominating Committee -

- i. Ellen has reached out to a possible candidate, waiting to hear back.
- ii. Discussion of hybrid board members. The board needs to determine what our "Extraordinary Circumstances" are and document them in our

by-laws. This policy will be used for hybrid meetings when a remote trustee's address is not disclosed.

H. Treasurer's Report

- a. Miscellaneous income line item discussion. Miscellaneous can be patron printing, book sales from vestibule and donation jar.
- b. Cayuga Foundation discussion. We will send them a letter with the appeal and try to find a local contact to better understand their giving at this time.
- c. Annual Appeal letters planned to go out early November.
- d. Maintenance funds and Construction grant money used for building repair (steps and waterproofing) .
- e. BLB silent auction has launched online.
- f. Ellen made a motion to approve the report, Dave second. CARRIED

I. Old Business - Long Range Plan Updates

- a. Committees will continue to discuss plans

J. Adjournment – Susan moved to adjourn the meeting, Ellen seconded. CARRIED.
Meeting adjourned at 7:43pm.

Next meeting Thursday, October 20th