

Aurora Free Library
Meeting Minutes
March 16, 2023

Present: Susan Deacon, Natalie Kimbrough, David Eckhardt, Thea Miller
Zoom: Dennis Looney
Excused: Sue Dean
Absent: Lars Peterson
Staff: Sandy Groth
Guests: Steve Moolin (Zoom), Ellen Wikstrom (Zoom)

The meeting was conducted via ZOOM and in-person. The meeting was recorded. The one Zoom trustee participant was in England (Dennis), address was posted prior to the meeting.

- A. Susan called the meeting to order at 5:06 pm.

- B. Conflict of Interest/Consent Agenda – New business was moved up in the agenda. No conflicts of interest were noted. Susan motioned to approve the consent agenda, Dave seconded. CARRIED

- C. Director’s Report (Sandy)
 - a. Submitted two Rosen Fund Library grants
 - b. Fiber Arts Group began. Four people attended the first meeting. This is held Mondays at 4:00 PM.
 - c. Program Assistant job applications are being received
 - d. Polished Silver group meeting March 21st
 - e. Collection Development Policy and Challenged Materials Policy Revision Discussion
 - i. Sandy and Ellen created two policies, based on the State’s toolkit which was developed over summer 2022. These will act as proactive documents, serving as guides for collection development. These documents will live on the website and Sandy will ensure links to reference documents (Library Bill of Rights, ALA, etc.) are hotlinked. Natalie made a motion to accept the Collection Development and Challenged Material Policies, Dennis seconded. CARRIED.

- D. New Business
 - a. Conflict of Interest, Whistleblower, and Ethics Statements policies have been distributed. Trustees need to sign and return to Sandy by March 31st.
 - b. Trustees need to complete 2-hours of training by year-end.

- E. MOH (Ellen)
 - a. Frazier and Haas scheduled for October

- b. Petty Thieves - potentially performing at the end of May

F. Preservation Committee (Dave)

- a. Fire safety inspection with Dan Green is scheduled for next Tuesday (3/21). Maximum occupancy statements will be updated.
- b. Dave and Steve attended the Central NY Community Agency Foundation Webinar. How the Community Agency manages donations, and how to fundraise were main presentation topics.
- c. Dave, Sandy and Ellen attended a FLLS webinar on NY State Aid for Construction Grants Program (timeline and requirements were discussed). Things to keep in mind regarding aid money; multiple large library projects are proposed this next year, including Lansing and Hazard; NY State Library Construction Grant budget may be cut from 30M to 14M.
- d. MOH Air conditioning - Taitem Engineering provided a proposal for \$22,000. This includes; project specification, design, contractor bid, and supervision of construction project. If funds are spent upfront (prior to July 1), they can count towards the full cost and part of our 25% match from Library Construction Aid.
- e. Roofing Project:
 - i. Preservation Committee is recommending that the Board of Trustees proceed with contractual obligations to Hale Roofing for \$55,500 and to High Standard Construction for \$12,544 for roofing and carpentry services to the Library, plus contingencies. These proposed contracts are supported in part by a grant received from NYS. Currently have \$33,610 from NY Construction Grant State Aid.
 - ii. Steve presented the project scope: Additions from the initial scope to include gutter work, additional scaffolding and increased roof tile repair. Due to inflation, contingencies and additional work - \$22,000 additional funds needed.
 - 1. Total revised project cost is \$74,544
 - 2. Final out of pocket cost \$40,935
 - iii. Thea made a motion to approve funding for the roof project with the understanding that the Preservation Committee lead fundraising efforts to offset additional funds being drawn from operating costs. Dave seconded with the amendment that the full AFL Board and Fundraising Committee help with fundraising efforts. Thea recommended that fundraising efforts need to be targeted for Q3, due to cash flow. CARRIED.
 - 1. Steve will work with Sarah (FLLS) to rework the Scope Modification document.
 - 2. Dave will oversee the project as it unfolds.

G. Calendar (Susan)

- a. April - Finalize the Jail Project
- b. May 16 - SCCS budget vote
- c. Sept. - Mid-Year progress report, harassment training due, begin drafting appeal letter
- d. Nov. - Propose new board members. Vote to override the tax cap (if needed).

H. Adjournment – Susan moved to adjourn the meeting, Thea seconded. CARRIED.
Meeting adjourned at 6:15 pm.

Next meeting: Thursday, April 20