

Aurora Free Library
Meeting Minutes
January 18, 2024

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

Zoom: Susan Dean

Absent: Lars Peterson

Staff: Sandy Groth

The meeting was conducted in-person and Zoom.

A. Susan called the meeting to order at 5:33 pm.

B. **Conflict of Interest/Consent Agenda** – No conflicts of interest were noted. Motion to accept the consent agenda.

Move by: Susan

Second: Dave

Action: Carried

C. **Director's Report (Sandy)**

- a. Currently working on the end of year statistics and budget
- b. Annalise will be leaving at the end of February. Sandy will be opening a search for the open position.
- c. Thea made the motion to hire Linda Kabelac as an hourly employee of the library effective immediately at the minimum wage rate of \$15 an hour. Dave second, CARRIED.
- d. If needed, a contingency special meeting is set for February 29th to vote on the Annual Report.
- e. Moving forward, the secretary needs to sign the approved minutes.
- f. NY State Library funding is budgeted for \$102.1 M (up from last year).
- g. Steve Rich has retired from his position at the Metcalf Foundation. John Latanyshyn will be replacing him.

D. **Fundraising (Sue)**

- a. AFL Fargo Fundraiser planned for June 6, 2024. We can choose the meal and will ask about a signature cocktail.

E. **MOH**

- a. MOH has received their debit card. Thea has sent them a sample policy for debit cards.
- b. Plaque for Alan Clugston was made and attached to his seat.
- c. New nominee Dan Mullarney was voted to join the committee. Susan made a motion to approve Dan Mullarney as a MOH board member. Thea seconded, CARRIED.

- d. Fargo Fundraiser planned for February 8th.

F. Preservation (Dave)

a. **NYS Aid for Library Construction Grant Program: Roof Reconstruction Project**

The roof reconstruction project has essentially been completed. Closeout of the project has been approved by the NY State Education Department (Project number 0386-22-9243), and we are awaiting the 10% (\$3,361) of the State funding that was withheld pending project completion.

b. **2020 NYS Aid for Library Construction Grant Program: Project 0386-20-2656**

The completed components of this grant project include the Jail room renovations, the floor replacement and refinishing in the two main library rooms, the front door renovation, electrical outlet upgrades in the main reading room, a dehumidifier system, and subsurface waterproofing along the northwest foundation wall. Closeout of the project has been approved by the NY State Education Department (Project number 0386-22-9243). The close out check in the amount of the \$5,400 of the State funding was received January 18. This was 10% of the project grant withheld pending project completion.

c. **Morgan Opera House Air Conditioning:** Funding of \$59,200 has been requested through the 2024 New York State Aid for Library Construction Program. Steve Moolin kindly prepared and submitted the application to FLLS, which approved it in late September and forwarded it to NYSED. The Dentes family and Triad have generously donated a combined \$15,000 as matching funds for the project. At the May 19, 2023 meeting, Trustees approved a contract for \$29,200 to Taitem Engineering of Ithaca to assist the AFL in the design, specifications, and construction- period services for a suitable AC system for the MOH. We anticipate approval of our NYSED grant request in mid to late 2024, with the AC installation completed prior to Summer 2025.

d. **Regional Economic Development Council Grant Application:** Windows Renovation We have again partnered with the Village of Aurora to develop an application for funding the AFL Windows Renovation Project through the New York Forward Program. The State program provides awards to small rural communities with grant funding of up to \$4.5 million. Our component of the Village application has been submitted to NYS with the help of Evan Tuthill, Cayuga County Department of Planning and Economic Development. Our updated proposal for renovations of the Library windows has requested a grant of \$365,000. The grant awards should be announced soon by NYS. If awarded, AFL would need to provide at least a 25% match, for which we would apply for grant assistance from the Emerson Foundation.

- e. **Fundraising Webinar Recap from Thea** - Thea attended the Financial Planning and Budgeting webinar from the MidHudson Trustee Book Club. A key takeaway being that a board should act as a governing body not an active fundraising group. Formalize a “Friends of the Library” group that can own the fundraising aspect for the organization.

G. Jail Room Report (Sandy)

- a. Looking into various heating options as it gets very cold during the winter months.
- b. Need to staff any program that occurs in the room.

H. Nominating (Natalie)

- a. The nominating committee presented two candidates for appointment to the Board. Natalie moved that Anne (Bird) Cramer and Lori Knopp be nominated at the Annual Meeting for appointment to the Aurora Free Library Board to serve three years. Dennis seconded, CARRIED.

I. Treasurer’s Report (Thea)

- a. Initial 2024 budget was reviewed and discussed. No large significant changes from last year. Small updates have been adjusted.
- b. Sandy has asked the computer equipment line-item reflect two computers along with a projector.
- c. Budget reflected a \$23,252 surplus due to MOH air conditioning grant money. This will be listed in a MOH Reserve Fund line-item, earmarked for the 2025 project costs.
- d. Susan motioned to approve Sandy’s salary rate increase of \$29.50/hour (from \$28.50) for the 2024 fiscal year. Sue seconded, CARRIED.
- e. Thea motioned to approve one week (based on a 30 hour week) worth of PTO for Sandy. Susan seconded, CARRIED.

J. Tax Cap

- a. Susan made a motion to request an additional \$5,000, increasing the amount to \$85,000, for the school tax levy for the 2024 school year. Thea seconded, CARRIED.
- b. Thea made a motion to approve the 2024 operating budget of \$199,338 including the \$85,000 tax levy. Sue seconded, CARRIED.

K. President’s Report

- a. Annual Meeting will be held on February 15th. An annual report tri-fold will be created.

b. Trustee training requirements discussed.

Adjournment – Motion to adjourn the meeting.

Moved by: Natalie

Seconded: Dennis

Action: Carried

Meeting adjourned at 7:29 pm