

Aurora Free Library Board of Trustees Meeting Minutes

January 23, 2025

DRAFT

Present: David Eckhardt, Bird Cramer, Lori Knopp, Thea Miller, and Lars Peterson

Zoom: Sue Dean

Excused: Dennis Looney

Staff: Sandy Groth

- I. Call to Order Board President David Eckhardt called the meeting to order at 5:39 pm.
- II. Consent Agenda Approval
On a motion made by Dave, seconded by Bird, the agenda was approved.
Motion carried: Yes - 5, No - 0
- III. Conflict of Interest No conflicts of interest reported.
- IV. Treasurer's Report
 - A. The AFL closed out the 2024 budget with a surplus.
 - B. A motion was made by Thea, and seconded by Bird, for the following resolution:
Resolved that the Aurora Free Library (AFL) Board of Trustees requests an increase to our 2025 tax levy amount by \$7,500 to the amount of \$92,500. If not approved by voters the amount will remain at the current annual level of \$85,000. If approved by voters, the levy increase will afford continued support for AFL's annual operation and maintenance as well as capital property improvements. Motion carried: Yes - 6, No - 0
 - C. A motion was made by Dave, and seconded by Bird, for the following:
Resolved that the Aurora Free Library Board of Trustees approve the proposed 2025 Operating Budget, with the specified staff benefits applied retroactively to January 1, 2025. Motion carried: Yes - 6, No - 0
 - D. A motion was made by Thea, and seconded by Lars, to increase salary rates for employees beyond the rate of cost of living allowances. Sandy's salary will be increased to \$30.50/hr, and Kathy's salary will be increased to \$20/hr. These salaries are retroactive to January 1, 2025.
Motion carried: Yes - 6, No - 0
- V. Director's Report
 - A. Sandy is currently planning and writing Rosen Grants, which are due on January 31, 2025. We are hoping for similar funding for Storytime, Take and Make, Outreach to Food Pantry, and other programming.

- B. The 2024 Annual Report to NYSED is due on February 22, 2025. Sandy and Thea will work together to have the report ready for Trustee approval at the February 13 meeting,
- C. A motion was made by Dave, and seconded by Lori, for the following Staff Benefits Policy resolution, to be retroactively applied to January 1, 2025:

LIBRARY DIRECTOR

The position of Library Director is a nonexempt, hourly position, subject to overtime. The Library Director shall keep a signed, biweekly record of hours worked. A week shall begin on Sunday and end on Saturday. The record of hours worked will be kept by the Treasurer for a period of not less than six years. In the event that the Library Director works more than 40 hours in one week, the Library Director shall be entitled to overtime pay in the amount of one and one half times their regular rate of pay. The Library Director shall be paid every 2 weeks. This amount is the gross amount from which the following are withheld: Federal and State Income Taxes and Social Security Taxes and Medicare, to create the net monthly wage. The Library Director will be allowed 60 hours of paid personal leave annually. Leave will be submitted to the Board for advance approval when leave is in a block of one week or more. The Library Director will be paid for their regularly scheduled hours if the library is closed for a federal holiday, and agreed upon dates for Thanksgiving, Christmas and New Year's closures. Regularly scheduled hours will also be paid if the library is closed for a weather event.

LIBRARY ASSISTANT

The position of Library Assistant is a nonexempt, hourly position, subject to overtime. Library Assistants shall keep a signed, biweekly record of hours worked. A week shall begin on Sunday and end on Saturday. The record of hours worked will be kept by the Treasurer for a period of not less than six years. In the event that a Library Assistant works more than 40 hours in one week, the Library Assistant shall be entitled to overtime pay in the amount of one and one half times their regular rate of pay. Library Assistants shall be paid every 2 weeks. This amount is the gross amount from which the following are withheld: Federal and State Income Taxes and Social Security Taxes and Medicare, to create the net monthly wage. Library Assistants will be allowed 20 hours of paid personal leave annually. This shall go into effect after their first 90 days of work and will be prorated based on the percent of the year they have worked. Leave will be submitted to the Library Director for advance approval. Library Assistants will be paid for their regularly scheduled hours if the library is closed for a federal holiday, and agreed upon dates for Thanksgiving,

Christmas and New Year's closures. Regularly scheduled hours will also be paid if the library is closed for a weather event.

Motion carried: Yes - 6, No - 0

VI. Committee Reports

A. Annual Meeting Nominations

1. Dave, Thea, and Dennis plan to continue as Trustees. Bird Cramer will resign. Dennis and Sue will interview community members and nominate a candidate to be appointed as a new Trustee to the Board, to fill the remaining two years of Bird's term and serve as Secretary.

B. Morgan Opera House

1. There have been two requests from outside groups to use the Morgan Opera House, both for theatrical productions
 - a) Peachtown would like to use the MOH in May.
 - b) Tyburn Academy in Auburn would like to use the MOH at the end of March.

(1) Concerns from the Board include

- (a) The use of the spiral staircase, and its safety,
 - (b) Should food and drinks be allowed, and clean-up after each session,
 - (c) Adequate supervision, with an approved adult to child ratio,
 - (d) Cost of heat and AC that may be needed, and
 - (e) The lights and audio equipment that may be used, and liability involved.
2. On February 25, an Inns of Aurora fundraiser for the Morgan Opera House will be held at The Fargo:
 - a) The MOH will earn \$5 per salad and entree that is ordered,
 - b) Chris MacCormick will provide entertainment
 - (1) Chris is leaving in the spring, and the AFL would like to recognize his work with a special gift.
 3. The Ithaca College ensemble in December was a success, and the MOH should reach out to the IC music department to discuss other musicians performing in the future.

C. Preservation

1. We received a check for \$47,952 from New York State for the Morgan Opera House Cooling Project. Ten percent of the approved funding has been withheld until project completion. Taitem Engineering has requested bids from three installation contractors and one electrical contractor. We may be able to

award the installation contract at our February Trustees Meeting. The work could then start in early April, with completion by the end of May.

2. A Library Construction Grant proposal for \$113,900 has been submitted to NYSED for the Main Street Wall Reconstruction Project. If funded, we would need a 25% match. The anticipated contractor is Pinnacle Construction, and work will begin in 2026.
3. The AFL Windows Restoration and Renovation Project proposal has been resubmitted to the Downtown Revitalization Initiative in the amount of \$375,000. At the final meeting on October 28, the Local Planning Committee voted to include our project in the list that will be forwarded for final approval in April 2025 by NYS Department of State.

D. 125th-Year Celebration

1. Thank you to Sue, Sandy, and the entire committee for successful celebrations! The banner on the front of the library will be removed when weather permits.

E. Capital Fundraising

1. Our 2024 Annual Appeal raised over \$11,000, with several more donations expected!
2. A fundraising dinner for the Library is planned at Fargo Bar & Grill for April 29, 2025.

VII. New Business

A. Resolution to Approve the NYS Paid Prenatal Leave Law Policy

1. A motion was made by Bird, and seconded by Thea, for the following resolution to approve the NYS Paid Prenatal Leave Law Policy: Motion carried: Yes - 6, No - 0

B. Meeting Summaries

1. The date of our Annual Meeting for the Library will be February 13, 2025.
2. Sandy will provide a brief slide show.
3. Dave read a letter of resignation from Trustee Bird Cramer, who sadly has informed the Board of her inability to continue as a Trustee. The Board sincerely thanked Bird for her service to the Library and warmly extended best wishes to her. We will need to appoint a new Trustee to finish the last two years of Bird's term, and we expect that this person will serve as Secretary. Lori will be our new Treasurer.

VIII. Meeting Adjourned

On a motion made by Lars, and seconded by Thea, the meeting adjourned at 7:10 pm. Motion carried, Yes-6, No-0

Next Trustee Meeting will be Thursday February 13, 2025, directly following the Annual Association Meeting that starts at 5:30 pm.