

**Lee-Whedon Memorial Library  
Board Meeting August 7, 2017**

Present: I. Mark, C. Kiebala, S. O'Dea, D. Schwert, B. Conners, C. Cooper, K. Mostyn

The Open Hearing was held.

C. Cooper called the meeting to order at 3:59 p.m.

The Agenda was unanimously adopted on a motion made by D. Schwert and seconded by S. O'Dea

The July minutes were unanimously approved on a motion made by D. Schwert and seconded by S. O'Dea.

S. O'Dea and C. Kiebala nominated I. Mark as President. C. Kiebala made a motion to accept the nomination and was seconded by D. Schwert. The motion passed unanimously. Congratulations to Isabella.

I. Mark and D. Schwert nominated C. Kiebala as Vice President/Treasurer. S. O'Dea made a motion to accept the nomination and was seconded by I. Mark. The motion passed unanimously. Congratulations to Cynthia.

Our official institutions are the Bank of Castile, The Daily News, and Webster Schubel and Meier. C. Kiebala made a motion to accept them as they are and was seconded by D. Schwert. The motion passed unanimously.

Financial Reports were distributed for the month of July:

- July Deposit \$1,057.43 (Re-Reg \$22, Memorials \$200, Fines \$386.51, Fax \$246, Notary \$26, Lost \$157.92)
- Aging: \$8,858.49, Transactions: \$-1,747.56
  - All trustees present read and initialed the reports
- S. O'Dea made a motion to pay the bills and it was seconded by C. Kiebala. The motion passed unanimously.
- Our year-end balance will be transferred in November after we receive the first tax check from MCSD.
- We will be receiving \$10,000 from Senator Ortt as Bullet Aid. We unfortunately missed the press conference.
- Vitec sent a quote for the replacement of the management console computer for \$725. D. Schwert made a motion to purchase the replacement computer and was seconded by C. Kiebala.
- The Financial Report was reviewed and unanimously approved on a motion made by S. O'Dea and seconded by B. Conners.

Our monthly statistics for July were an attendance of 9,674, circulation of 7,007, Overdrive downloads of 106, Zinio downloads of 70, Hoopla downloads of 169, and computer use of 590.

We have been vandalized again. The outside pane of glass on a south facing window was hit with something. C. Cooper called the police and made out a report. The officer said he would make enquiries at the houses across the street. Due to this incident we requested a quote for an additional camera to be placed on that side of the building, it currently doesn't have any coverage.

We have two quotes for the security camera upgrade. The first stapled quote is the previously submitted quote plus the camera for the children's garden which the board had requested. The second quote is for adding a camera on the Southside of the building. C. Kiebala made a motion to accept both quotes and was seconded by I. Mark. The motion passed unanimously.

We received two quotes from Orleans Construction for the sidewalk and parking lot work. D. Schwert made a motion to accept the quote for the parking lot work with the reuse of the existing granite curbing and was seconded by B. Conners. The motion passed unanimously. The board discussed the sidewalk issues and decided that the front

sidewalk is the most important issue that needs to be addressed and to wait on the remaining sidewalks. S. O'Dea made a motion to accept the sidewalk quote as amended and was seconded by I. Mark. The motion passed unanimously. C. Cooper will ask for a new quote to be submitted with only the front sidewalk work.

Panek Coatings submitted a quote for the power washing of the concrete upper soffit of the building and applying the anti-graffiti coating. The Board had several questions about the sealant: will it alter the appearance of the brick, how often will it need to be reapplied, do they have any previous experience with the product, and what do their clients think of it. The Board approved the quotes on a motion by D. Schwert and seconded by S. O'Dea with the caveat that all questions were answered to C. Cooper's satisfaction. The motion passed unanimously.

C. Cooper requested a motion to approve the Construction grant proposal with the quotes that were just approved, at an approximate cost of \$140,000. D. Schwert made a motion to approve the grant proposal and was seconded by S. O'Dea. The motion passed unanimously.

We received 17 applications for Mitzi Fredericks' position. We will be interviewing this week.

C. Cooper spoke with Craig Lacy, of the Historical Society, and Todd Bensley, the Village Historian, regarding the history of the bell being offered to the library. It was determined that the bell hung over the Medina Free Academy which did not house the Lee-Whedon Memorial Library. The Board has decided to decline the generous offer for the bell and instead suggest the owner consider donating it to MCSD or the village.

Michael Klepp planted the Redbud tree in memory of Elaine Jamele. Please be sure to look at it.

C. Cooper presented a new idea for Maryellen's memorial. She proposed a mural in the Children's section painted on panels that would continue the theme presented in the Children's Book entrance. The Board was very receptive to the idea. Something will still need to be done with the electrical pole in the Children's section. It has not been used since we took the children's computers out. One thought was to paint it to blend in to the mural and another was to remove the post all together, leaving the cabling in the ceiling should we ever need it again.

Todd Houseman was here for his regular maintenance of our HVAC equipment. He informed C. Cooper that the air handling unit is original to the building and we should start looking at replacing it. The normal life expectancy is 10 years so it certainly has lasted quite a while.

Our Google Adwords account is active. In the two weeks our ads have been appearing we have had 238 views and 7 click throughs to our website. K. Mostyn is still working through all the keywords and options available.

Rita Zambito sent us an invite to join Alignable. K. Mostyn created an account for the library. It is a small business networking site similar to LinkedIn.

#### Upcoming Programs:

- Tom Grasso will be presenting a history of the Erie Canal on Thursday, August 10<sup>th</sup> at 5:00 p.m. This coincides with the Lois McClure visit.
- Blissville, a local interest movie, will be screened at the library on Monday, Sept 11<sup>th</sup> at 6:30 p.m.

The Board meeting was adjourned at 5:09 p.m.

**The next Regular Board Meeting is September 11<sup>th</sup> at 4:00 p.m.**