

**Lee-Whedon Memorial Library  
Board Meeting March 20, 2017**

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

The Open Hearing was held.

C. Cooper called the meeting to order at 3:57 p.m.

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

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

Financial Reports were distributed for the month of February:

- February Deposit \$4,606.70 (Re-Reg \$25, Memorials \$690, Fines \$563.91, Fax \$251, Notary \$27, Lost \$39.99, County Funding \$2663.89, Child Welfare \$200)
- Aging: \$13,373.36, Transactions: \$-24,765.81
  - All trustees read and initialed the reports
- C. Kiebala made a motion to pay the bills and it was seconded by D. Schwert. The motion passed unanimously.
- Received County Funding: \$2,663.80
- Deposited copier money: \$716
- Received donations of \$1,757 for Finally Fridays! Attendance was up, probably due to the mild winter, with 1900 people attending.
- PILOT update. C. Cooper informed Shannon Buffum that the Board had accepted the MCSD's proposal for past PILOT owed. She said she would let C. Cooper know when they money would be paid out.
- D. Schwert enquired about our credit card bill. He wanted to be sure that all our purchases were reviewed each month. They are signed off on by I. Mark each month.
- C. Cooper received a refund from Utica National today in the mail for \$1,337. Has not been deposited and is not reflected in our financials yet.

The Financial Report was reviewed and unanimously approved on a motion made by I. Mark and seconded by C. Kiebala.

Our monthly statistics for February were an attendance of 8,800, computer use of 512, circulation of 6,576, Overdrive downloads of 160, Zinio downloads of 36, and Hoopla downloads of 143.

Monthly stats for attendance were up due to the mild weather and S. McAllister's mid-winter break programs.

NIOGA Board member vacancy. Jonathan Incho's term is up. C. Cooper provided a resolution to nominate a candidate form for the Board to nominate him again to the NIOGA Board. C. Cooper will send the form to NIOGA tomorrow.

D. Schwert is up for election this year. He is running again. He must submit 25 signatures to the District office by April 14<sup>th</sup>. C. Cooper will be posting ads for the Trustee position in the Daily News, Pennysaver, and Our Hometown news. She will also be placing a legal notice for our Annual Meeting and the Trustee vote in the Daily News.

A trustee still needs to be appointed to fill Maryellen Dale's vacancy. Several names were discussed. C. Cooper will be contacting the Board's first choice.

C. Cooper distributed copies of the Annual Report. I. Mark made a motion to accept the report and was seconded by S. O'Dea. The motion passed unanimously.

C. Cooper provided an update on the CheckOut Challenge for this year. The library purchased shirts for the Board and any staff members that wanted a new shirt were able to purchase one. We will receive 120 yard signs to distribute around the area. Crowley Webb won an Addy award for the library campaign.

C. Cooper contacted the police about a problem caller. He would call and ask inappropriate questions. The situation had escalated to multiple calls a day and would ask for specific staff members by describing them. The caller knew to block his phone number so we could not trace it back to him. In response, the library turned on a phone option to automatically reject blocked phone calls.

Due to the weather conditions of late and our subsequent closures, the budget prep is not completed at this time. We are not increasing our tax levy and therefore do not need to have the public vote on our budget so we still have time to work on it.

C. Cooper presented the rough sketch and material to be used for our first tree option in the Children's area. The Board would still like to look at a few more options before coming to a decision. The money for this project will be from M. Dale's memorials.

C. Cooper distributed an updated version of our Patron Code of Conduct. The Board reviewed and made 2 changes. A motion was made to approve the Code of Conduct as amended by S. O'Dea and seconded by C. Kiebal. The motion was unanimously approved.

C. Cooper distributed letters to our state representatives showing their support for libraries. Board members signed the letters for C. Cooper to mail out tomorrow.

Our Annual Meeting will be May 8<sup>th</sup> at 7:00 p.m.

#### Upcoming Programs:

- Prohibition continues. Attendees are enjoying the books and discussions.
- Family Movie Night is March 25th
- Medina Historical Society's Program is march 27

The Board meeting was adjourned at 5:24 p.m.

**The next Regular Board Meeting will be April 10, 2017 at 4:00 p.m.**

\*\* This meeting was originally scheduled for March 13<sup>th</sup> but had to be postponed due to not having a quorum.