

Lee-Whedon Memorial Library
Board Meeting November 14, 2016

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

The Open Hearing was held.

C. Cooper called the meeting to order at 4:05 p.m.

D. Schwert, having been unable to attend last month's meeting, endorsed all the decisions that were made.

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

The October minutes, as amended, were unanimously approved on a motion made by C. Kiebala and seconded by S. O'Dea.

New bid packets went out to Zacher Construction, Country Contracting and Buongiorne for the bathroom renovation, which will start March 13 and be completed in mid-May. The bids were picked up by Zacher and Country Contracting. The previous timeframe did not work well for either contractor. Buongiorne already has a packet.

D. Schwert inquired about compensation for P. Corser. She has been paid in full for her work thus far.

There was no heat last week. Houseman was called and replaced the impeller and bearing assembly at a cost of \$664.25.

Financial Reports were distributed for the month of October::

- October Deposit \$6,251.23 (Re-Reg \$47, Memorials \$0, Fines \$583.56, Fax \$290, Notary \$35, Lost \$184.79, Programs \$88, Senator Ortt \$5,000)
- Aging: \$61,972.70, Transactions: \$-3,490.68
 - All trustees read and initialed the reports
- S. O'Dea made a motion to pay the bills and it was seconded by D. Schwert. The motion passed unanimously.
- Retirement bill will be paid this month, \$46,076.83, which includes a 1% discount for being paid early.
- The new lighting will be paid to National Grid, \$8,021.87
- Annual bill to Lynne Menz for our monthly web hosting, \$60.00
- PILOT update. C. Cooper spoke with Shannon regarding our PILOT. Shannon clarified that the PILOT money due would not be subject to a vote and that the calculation was in process.
- The first check from the MCSD was received - \$262,972.91 and was deposited into the BOC Corporate account on Nov. 4. This amount reflects our operating expenses for the fiscal year. Our last check from the school will come in December.
- C. Cooper applied for a RBDB Grant through WNYLRC for \$4,000 to go towards newspaper digitizing for the years 1959-1981.
- C. Cooper applied for the Sandstone grant of \$300, also for digitization.
- Still no word on the Go-Art grant.

The Financial Report was unanimously approved on a motion made by D. Schwert and seconded by C. Kiebala.

Our monthly statistics for October were an attendance of 6,420 (79,640), computer use of 766, circulation of 7,325, Overdrive downloads of 118, Zinio downloads of 39, and Hoopla downloads of 157. Our increase in circulation this month was partly due to the 3rd and 4th grade tours given by S. McAllister. Each child checked out one book.

The proposal from VITEC was received, which would include maintaining the computers, remote support and upgrades, effective Nov. 15, after Board approval. C&H PC has been providing computer support, but we did not

have a contract with them. LOC has a contract with VITEC and is very happy with their work. The proposal submitted is \$515/month. The board approved a contract with VITEC on a motion by C. Kiebala and seconded by I. Mark.

C. Kiebala wondered if the Computer Fund account had been established. C. Cooper will open a new account through The Bank of Castile with \$50,000 for technology expenses.

Catherine has been in contact with Melanie from SolarOrleans. Energy bills and roof blueprints were submitted in preparation for an analysis. Melanie concluded that 45%-65% of our bill was due to high demand charges and thought we should look for ways to reduce consumption. With the new roof, new lighting and new furnace in place, we may be operating as efficiently as we can and solar may not be worth the investment.

Andy Young was hired to clean the debris from the gutters and roof.
The new water meter was installed on November 9, 2016.

The Health & Safety Policy was approved on a motion by D. Schwert and seconded by C. Kiebala. The Confidentiality Policy was handed out for review at the next board meeting in December. There has still been no word from Medina Police.

D. Schwert inquired what was being done to prevent any more infestations. All donated books go into quarantine. The book drop is checked thoroughly and our books are examined well upon check-in. We have not seen any unwelcome visitors lately.

C. Cooper was in the Hub on Monday, Nov. 14. She will be the Grand Marshal at this year's Parade of Lights.

Filling the position for the fifth board member was discussed. A business person would be a wise choice. Several names were discussed, this is still under consideration.

C. Cooper spoke to the gentleman who had inquired about presenting information regarding his Church's beliefs in the library. She explained the Board's position. He was very understanding of our policy.

Upcoming Programs:

- S. McAllister presented a program for the Roy-Hart Learning Center here on Monday, Nov. 14.
- S. McAllister is having Brushstrokes Studio in December
- S. Kleinhans has Family Movie night on Friday, Finding Dory
- Santa Claus is coming in December
- S. McAllister has scheduled a storytime and craft on the day of the Parade of Lights
- K. Mostyn is hosting a Holiday Paint & Sip
- Inclusive Playgroups are this week
- S. McAllister is hosting a Children's tour of the library on Wednesday, Nov. 16
- Finally Fridays is ready to go with ten bands starting Jan. 6.

The Board meeting was adjourned at 4:43 p.m.

The next Regular Board Meeting will be December 12, 2016 at 4:00 p.m.