

Lee-Whedon Memorial Library

Board Meeting August 8, 2016

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 4:00 p.m.

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

The July minutes were unanimously approved on a motion made by C. Kiebala and seconded by D. Schwert.

Michael Klepp gave a presentation of suggestions for a Memorial Garden in honor of Maryellen Dale. Suggestions included a potting shed, shade structure, water barrels, fencing, compost bins, harvestable planting, and 5 senses plantings. He thought making it educational and functional would be nice. He suggested using only native plants and bright colors. The approximate dimension of the area is 15 x 50 ft.

The board discussed M. Klepp's suggestions and they agree that it should be educational. The board liked the idea of a children's garden with the 5 senses plantings as well as having a small path, a bench, and outdoor instruments. The potting shed, compost bins, and fencing were discarded as options because of the potential for vandalism as well as the space constraints. Discussion will continue at the next meeting.

Reorganization:

- The board voted Isabella Mark as President on a motion made by C. Kiebala and seconded by S. O'Dea. The motion passed unanimously.
- The board voted C. Kiebala as Vice President/Treasurer on a motion made by S. O'Dea and seconded by D. Schwert. The motion passed unanimously.
- D. Schwert made a motion to accept the Bank of Castile as our Official Bank, the Batavia Daily News as our Official Newspaper and Webster, Schubel, Meier as our Official Attorney. The motion was seconded by S. O'Dea and passed unanimously.
- All Trustees took an Oath of Office which was witnessed and notarized by K. Mostyn.

Financial Reports were distributed for the month of July

- July Deposit \$3,276.49 (memorials \$775, fines \$468.05, Fax \$350, Notary \$22, Lost \$152.57)
- Aging: \$10,040.55, Transactions: \$744.68
 - 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.
- PILOT update. Shannon Buffum contacted C. Cooper and informed her that the MCSD Board has agreed that they should be giving a portion of the PILOT funds they receive to us. From now on MCSD will be sending us our payment.
 - C. Cooper will be contacting Jim Whipple about what percentage we should be receiving and an approximate dollar amount.
 - C. Cooper will contact Shannon Buffum and request the MCSD board's decision in a formal letter. She will also request the payment schedule going forward.

- C. Cooper will send an official letter to Shannon Buffum stating that the Library Board acknowledges that this oversight has gone on for many years and is willing to accept 3 years of recompense.
- C. Cooper transferred \$175,000 from KeyBank to Bank of Castile to cover our monthly expenses.
- AmeriCorp refunded us \$1,200 for the volunteer who left before completing her full term, Alex Muto.
- Received a donation from Kwandrans of \$237. It was raised in a 50/50 event.
- C. Cooper distributed our audit report from Freed-Maxxick. We will discuss it at the next meeting after all Trustees have had time to thoroughly review it.
- C. Cooper distributed a suggested Investment Policy. The board will review and discuss it at the next meeting.
- We are slated to receive \$5,000 from Senator Ortt this fall.
- C. Kiebala made a motion to pay for the bathroom renovations from the Capital Fund. The motion was seconded by I. Mark and passed unanimously.

The Financial Report was unanimously approved on a motion made by D. Schwert and seconded by S. O'Dea.

Our monthly statistics for July were an attendance of 11,526 (57,394), computer use of 674, circulation of 6,810, Overdrive downloads of 113, Zinio downloads of 35, and Hoopla downloads of 120.

We will be closed on August 25th from 10-3 p.m. for staff training.

L. Pritchard still has not been cleared to return to work. She will meet with her surgeon again on Sept 6th and will hopefully be back then.

C. Cooper contacted Lime Energy regarding the different lumens and was informed that they could accommodate our request for a softer light. Our cost will be \$9,456 if made in payments or \$8,037.15 if made as a lump sum and will be taken from the Capital Fund. D. Schwert made a motion to have the lights changed over to LED and C. Kiebala seconded. The motion passed unanimously.

C. Cooper and K. Mostyn met with P. Corser about the bathroom renovation on August 8th. P. Corser estimates the furniture/fixtures/equipment will cost \$15,500. We will solicit bids from 5 local contractors: Sam Barber, Zacher, Country Contracting, M. Boungorne, and M. Mundion. D. Schwert was concerned about the quality of the toilets selected based on their estimated cost and would like C. Cooper to verify they are of a high quality. The board would like the renovations completed by Jan 1, 2017.

C. Cooper contacted Orleans Construction about the holes in the parking lot. They have since been fixed.

C. Cooper had to contact a new plumber, Bowers, to come and repair our outside faucet. It was leaking.

C. Cooper has purchased several new items for the staff break room. Our toaster oven and our water cooler broke. Additionally, 2 new storage units were purchased to update the 3 metal storage lockers that staff previously used. Now each staff member has a storage cube to keep their possessions in. The storage units will be paid for from the Capital Fund.

K. Mostyn purchased a new chair for the teen section. We discovered that two chairs were not enough for the amount of teens using the space. This will be taken out of the Capital Fund.

The board reviewed pages 57-67 of the Trustee Handbook. The only issue of concern was that services to homebound patrons are required under ADA. Norma Jones used to provide this service through the FOL but no longer is able to do so. The service is still advertised on our website but we have not been contacted about any interest. C. Cooper will contact NIOGA about what exactly we are required to do and verify that our insurance would cover any injury by an employee or FOL volunteer. Please read pages 68-77 for discussion in September.

D. Schwert made a motion to create a Technology Reserve of \$50,000. The motion was seconded by C. Kiebala and passed unanimously. This fund will be for all technology related expenditures.

Trustee suggestions: Laurie Flower, Lissa Jones, and Pat Payne. The board will continue to make suggestions and gauge interest of potential trustees.

The Friends of the Library Annual Meeting is on Wednesday, August 10th at 2:00 p.m.

The Annual Book Sale will be on August 19th from 10:00 a.m. to 4:00 p.m.

August Programs:

- Summer Reading Programs are winding down; this is our last week. Overall our numbers were slightly down but still all of our programs were well attended and enjoyed.
- S. Kleinhans had Craigslist and Twitter programs this week. Both were well attended. She has scheduled more computer classes in the spring.

The Board meeting was adjourned at 5:25 p.m.

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