

**Lee-Whedon Memorial Library**  
**Board Meeting December 12, 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 November minutes were unanimously approved on a motion made by C. Kiebala and seconded by S. O'Dea.

Financial Reports were distributed for the month of November:

- November Deposit \$4,105.34 (Re-Reg \$29, Memorials \$25, Fines \$531.74, Fax \$244, Notary \$29, Lost \$90.93, LLSA \$3,059.10)
- Aging: \$12,923.31, Transactions: \$5,400.95
  - All trustees read and initialed the reports
- D. Schwert made a motion to pay the bills and it was seconded by S.O'Dea. The motion passed unanimously.
- PILOT update. C. Cooper and Shannon Buffum are currently playing phone tag. C. Cooper will continue to try getting in touch for an update.
- The second check from the MCSD was received - \$262,707.77 and was deposited into Key Bank on Nov 29.
- Youde Trust money was received for \$9,522.08 and deposited on Dec 6 in Five Star.
- C. Cooper received approval for a \$2,800 grant from Go-Art for Finally Fridays!

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

Our monthly statistics for November were an attendance of 6,000 (85,640), computer use of 674, circulation of 7,068, Overdrive downloads of 95, Zinio downloads of 33, and Hoopla downloads of 157.

Niagara University may joins ALMS. This has been an ongoing discussion during the year. They would like to provide access to popular materials for their students through NIOGA and would give us access to their databases and materials.

We received a letter from C&H PC regarding the discontinuation of their services. It included a bill for \$370.

C. Cooper purchased a defibrillator which was received on Dec 6<sup>th</sup>. It has been mounted on the wall behind the desk. We have put up signage on the front doors. All staff except 1 person have been trained in how to use it though the machine will walk you through what needs to be done.

Starting in February, the Lockport Union Sun will begin publishing a 6-8 page paper for the Medina area. It will be published each Thursday and will be a subscription only paper. It will contain events and items of local interest but will not have obituaries.

The Checkout Challenge will continue this year for 2 weeks in the spring. Crowley Webb has agreed to continue working with us and created a video promo to help promote the campaign. We will also get yard signs. Each participating library will offer prizes and NIOGA will have system wide prizes as well.

C. Cooper thought that we should add a page to our website for Board and Staff book recommendations. She asked the Board if they would be willing to provide us with a list of favorites.

Confidentiality policy was again discussed. C. Cooper read a letter from the MPD regarding our current policy and how it may inhibit time sensitive investigations in the future. The Board decided to include a sentence at the end of our current policy stating that only the Director and/or Assistant Director may provide pedigree information in the case of an emergency. C. Cooper will write it up for approval at the next meeting.

A supplement to the Trustee Handbook was disseminated. It contains further explanations of the Library Treasurer position and requirements. The Board will review the supplement for discussion at the next session.

This year's mitten tree was a huge success. We had 184 items donated including 77 hand knit scarves.

The quilt tree has been assembled. The quilt squares will be made into lap quilts for Hospice and/or the nursing home.

A woman has expressed interest in teaching a Mahjong class at the library. C. Cooper is looking to see if there is any interest.

Elaine Jamele has been moved to Hospice care. She was a long time employee at the library. She worked as the Children's Librarian and implemented many new programs including the Beverly Clearly Club, Teddy Bear Picnics, and the Little House on the Prairie Dinner. C. Cooper gave her a scrapbook of photos and newspaper clippings of her time here.

C. Cooper will send a note to Dr. Dale.

#### Upcoming Programs:

- Finally Fridays is ready to go with ten bands starting Jan. 6.
- Children's programs will resume the week of Jan. 10.

The Board meeting was adjourned at 4:45 p.m.

**The next Regular Board Meeting will be January 9, 2017 at 4:00 p.m.**