

Lee-Whedon Memorial Library
Board Meeting February 8, 2016

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

C. Cooper called the meeting to order at 4:00 p.m.

The Open Hearing was held.

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

The January minutes were unanimously approved on a motion made by C. Kiebala and seconded by I. Mark.

Financial Reports were distributed for the month of January

- January Deposit \$4,761 (memorials \$395, LLSA grant funding of \$3,259)
- Aging: \$6,470.27, Transactions: \$4,531.95
 - 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. We still have not received an official response from the MCSD. C. Cooper will be contacting Tom Bindeman and/or Rebekah Smith Aldridge for a lawyer more versed in Education and School District Public Library law. Mr. Stanton stated he would begin researching our issue this week.
- C. Kiebala made a motion to use the \$200 patron donation to purchase a small non-fiction collection of DVDs. The motion was seconded by M. Dale and passed unanimously. C. Cooper will purchase the collection based on our patron's usage statistics.
- C. Cooper opened a \$60,000 CD for 20 months at Five Star from the Youde/Heady Trusts account.
- Received our annual portfolio statement from Raymond James Trust Firm, who have been entrusted with the disbursement of the Youde funds.
- Received \$2,663.80 from the County.

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

Our monthly statistics for January were an attendance of 6,481, computer use of 731, Wi-Fi use of 225, circulation of 6,518, Overdrive downloads of 72, and Zinio downloads of 6, Hoopla downloads of 65.

The NIOGA advertising campaign will cost approximately \$30,000 and will be spread among the 21 libraries. The cost per library will depend on their size, with three tiers: small, medium or large. C. Cooper suggested using our LLSA funds to pay for our contribution to the campaign. C. Cooper will contact the Post Office about the cost for mailings that will be part of the marketing campaign. M. Dale made a motion to approve using the LLSA money for marketing purposes and was seconded by I. Mark. It passed unanimously.

C. Cooper has contacted the Albion COVA twice and is still waiting for a call back to schedule staff training.

C. Williams submitted her letter of resignation for February 25th. She will be retiring after 21 years of dedicated service to the library.

We received an application to use the Quiet Room from Merrill Grinnell Funeral Home in Albion. This is not an issue normally brought to the board but C. Cooper felt that it would be a conflict of interest for her to make a decision. C. Cooper left the room for the board to discuss the application. After reviewing our policies it was determined that Merrill Grinnell will not be allowed to use our facilities as they are not a resident or taxpayer of our

community and it is against our policies to allow our facility to be used for sales reasons. A motion was made by C. Kiebala to deny use of the Quiet Room and was seconded by M. Dale. The motion passed unanimously.

Trustees discussed the first 13 pages of the new Handbook for Trustees. Please read pages 14-20.

C. Cooper will research and create a FOIL policy for the library to present to the Board.

February Programs:

- C. Cooper
 - Finally Fridays is going fantastic
 - FDR presentation on the 29th co-presented with the Medina Historical Society
 - We need to start advertising for our Quilt block tree next year
- K. Mostyn
 - War of 1812 discussion series is going well
 - Handmade Crafternoon: Chalkboard Art. Filled so quickly we added a second class in April and only has 1 spot remaining.
- S. McAllister
 - Starting a Pre-school Playgroup and has lots of interest
 - Buffalo Zoo and Game Day are scheduled for February Break
- S. Kleinhans
 - Family Movie Night: Cinderella

The meeting was adjourned at 5:20 p.m.

The Next Meeting will be March 14, 2016 at 4:00 p.m.