

Lee-Whedon Memorial Library
Board Meeting February 13, 2017

Present: I. Mark, C. Kiebala, D. Schwert, C. Cooper, K. Mostyn

Excused: S. O'Dea

Presentation of bids for the bathroom project was held. C. Cooper contacted all of the contractors who we had solicited bids from, M. Buongiorno, Zacher Construction, Country Contracting and Matt Mundion. Only M. Buongiorno expressed interest in bidding for the project. The other contractors explained that either scheduling or issues with the prevailing wage clause prevented them from competing. M. Buongiorno is still working on his new bid but doesn't anticipate much change from the previous bid he submitted in the fall. His new bid has not been submitted as he is having difficulty finding all the items we specified in the bid packet. He is in contact with our Interior Designer, Patti Corser, to discuss comparable items. After thoroughly reviewing our options, D. Schwert made a motion to accept M. Buongiorno's previous bid on the understanding that there may be a slight price difference based on the change in specifications. The motion was accepted by C. Kiebala and passed unanimously.

The Open Hearing was held.

C. Cooper called the meeting to order at 4:03 p.m.

The Agenda was unanimously adopted on a motion made by C. Kiebala and seconded by D. Schwert.

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

Financial Reports were distributed for the month of January:

- January Deposit \$1,807.15.49 (Re-Reg \$32, Memorials \$340, Fines \$385.27, Fax \$241, Notary \$25, Lost \$37.98, Literacy Grant \$330, LLSA \$339), PILOT, \$39,688.11
- Aging: \$13,447.76, Transactions: \$36,268.45
 - 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 final 10% of LLSA, \$339.
- Received NYS Family Literacy Grant through NIOGA, \$330 for Children's Dept.
- Received County Funding, \$2,663.80
- PILOT update. Shannon Buffum sent us the MCSD determination of money owed for this year and the previous 2 years. D. Schwert made a motion to accept the amount given and was seconded by C. Kiebala. The motion passed unanimously.

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

Our monthly statistics for January were an attendance of 6,233, computer use of 595, circulation of 6,512, Overdrive downloads of 147, Zinio downloads of 38, and Hoopla downloads of 152.

2016 stats. Attendance: 91640, Circ: 82336, Computers: 8744, Zinio: 378, Overdrive: 1217, Hoopla: 1676

2015 stats. Attendance: 88975, Circ: 81618, Computers: 8807, Zinio: 283, Overdrive 1198, Hoopla: unk.

NIOGA Board member vacancy. Jonathan Incho's term is up. He is willing to run again if nominated. C. Cooper will draft a nomination letter on our letterhead for our Board members to sign.

D. Schwert is up for election this year. He is still debating whether he will run again.

A trustee still needs to be appointed to fill Maryellen Dale's vacancy. Several names were discussed. C. Cooper will compile a list for discussion at the next meeting.

C. Cooper distributed the Audit reports from Freed-Maxxick. Please read for discussion and approval at the next meeting.

The Annual Report is due on Friday, Feb 17th. C. Cooper will distribute copies at the next meeting.

C. Cooper provided an update on the CheckOut Challenge for this year. We will be purchasing lawn signs for distribution at busy intersections and homes. Crowley-Webb created a marketing video which was shown at the meeting. The committee is also discussing offering 3 large prizes per county instead of 3 large prizes for everyone. Prizes will be technological in nature, possibly including a GoPro camera, video game system, VR glasses.

Vitec is working on our computers. Rob has come out to the library twice to work on the server. He has mapped the FT staff's computer to the server so we can use it for backing up important files and folders. We also subscribed to their cloud backup service which will provide an extra layer of protection should we have an equipment failure. They have purchased licenses for Malwarebytes and Deep Freeze for us. KM purchased Symantec Endpoint for all our computers and is in the process of installing it. Rob also took one of the patron computers with him to create a master image of how we want the patron computers to function.

C. Cooper and D. Schwert met with Assemblyman Hawley on January 13th. "Libraries are Education" meeting.

M. Dale's memorial money still needs to be spent. We are waiting for a proposal for the assembly of a tree in the Children's Dept. E. Jamele's memorial money will be spent on a medium sized flowering tree, placed to the south of the library sign on West Ave.

C. Kiebala brought up the side garden. It needs to be spruced up. Remove the dead plantings and replace with hardy plants such as hostas.

Upcoming Programs:

- Finally Fridays continues to be successful. The last program will be March 10.
- Prohibition continues. Attendees have great discussions.
- S. McAllister's February Break programs run February 21-23.
- Family Movie Night is February 25.
- Medina Historical Society's Program is February 27

The Board meeting was adjourned at 5:17 p.m.

The next Regular Board Meeting will be March 13, 2017 at 4:00 p.m.