

Lee-Whedon Memorial Library
Board Meeting January 9, 2017

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

Presentation of bids for the bathroom project was held. No bids have been received. On a motion by D. Schwert and seconded by S. O'Dea the bid deadline was extended until the next meeting on February 13th. The motion passed unanimously. C. Cooper will follow up with the interested contractors.

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 S. O'Dea and seconded by c. Kiebala.

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

Financial Reports were distributed for the month of December:

- December Deposit \$2,908.49 (Re-Reg \$13, Memorials \$75, Fines \$347.38, Fax \$264, Notary \$15, Lost \$62.98, Donations \$450, Grants \$1,648)
 - \$100 was donated for the staff and \$350 to the library
 - Grants were \$1,348 from Curtis for the bike station and \$300 from Sandstone for the digitization project
- Aging: \$15,718.75, Transactions: \$2,669.20
 - D. Schwert enquired about the Utica National payment. He wondered what type of insurance it was; it is the building insurance.
 - All trustees read and initialed the reports
- S. O'Dea made a motion to pay the bills and it was seconded by I. Mark. The motion passed unanimously.
- PILOT update. C. Cooper spoke with Shannon Buffum on December 21st. She said the school was drafting a proposal for the past 2 years of unpaid PILOT payments to the library. C. Cooper will be following up.
- C. Cooper deposited \$666 in BOC from the patron copier.
- Received our PILOT payment from the ethanol plant on January 6th of approximately \$39,000.
- Laura from Freed Maxick has the audit report ready to go. She asked if the Board would like her to give a presentation or just send it to C. Cooper. The Board choose to have the audit report sent to C. Cooper.

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

Our monthly statistics for December were an attendance of 6,000 (91,640), computer use of 595, circulation of 7,068, Overdrive downloads of 95, Zinio downloads of 33, and Hoopla downloads of 157.

We have not received our statistics from NIOGA yet so our circulation statistics are listed as the same as last month. They are later than usual because they will include the entire years' worth of data. C. Cooper anticipates she will receive them this week.

Fine Free Week was January 3- January 7. Our fine money will be lower for the month of January because of it.

C. Cooper and D. Schwert will be meeting with Assemblyman Hawley on Friday, January 13th at Hoag Library. Libraries and their representatives will be meeting to express the importance of libraries as educational facilities. All Board members are welcome to attend.

Newspaper microfilm from January 1953-April 1959 has been digitized. The early Medina Tribune has also been digitized. We posted a link on Memories of Medina and had a good response.

The Board discussed options for the vacancy. No decisions were made. Trustees will continue to think about who to ask to join the Board.

C. Cooper distributed the new Confidentiality policy as discussed previously. After thorough review and a few amendments, C. Kiebala made a motion to accept the new policy and was seconded by D. Schwert. The motion passed unanimously. C. Cooper will send a letter the Medina PD to inform them of the changes.

After reviewing the supplement for the Trustee Handbook, the Board decided that C. Cooper and S. Kleinhaus will take Oaths with the Board in May starting this year. We separate financial responsibilities as much as is possible given our staff size and have an outside firm audit our financials every year.

C. Cooper had a Participation in Government student volunteer for 13 hours. He was very good, a diligent worker. He went through the microfilm to find articles referenced in one of our local history books.

Last year we purchased plastic shelving units to hold our annual financial records, we keep them for 15 years. The units are starting to sag from the weight. New heavy duty metal shelving was purchased and should arrive this week. The plastic units will be moved into the storage vault for use by S. McAllister.

Upcoming Programs:

- Finally Fridays kicked off with 188 people on Friday, January 6th.
- Prohibition begins on January 18th.
- Family Movie Night is January 28th.
- Medina Historical Society's Show and Tell is January 30th.

The Board meeting was adjourned at 5:00 p.m.

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