

Lee-Whedon Memorial Library

Board Meeting July 11, 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 4:04 p.m.

C. Cooper opened the meeting with a tribute to Maryellen Dale. Maryellen was integral to this library. She was our Board President for many, many years. She was devoted, loyal, and supportive of our all efforts. She was a voracious reader of all genres and freely gave her thoughts and opinions on any topic. She will be sorely missed.

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

The June minutes, as amended, were unanimously approved on a motion made by S. O'Dea and seconded by D. Schwert.

Financial Reports were distributed for the month of June

- June Deposit \$2,318 (memorials \$1002, fines \$496.10, Fax \$445, Notary \$21, Lost \$77)
- Aging: \$6,534.62, Transactions: \$-2,867.14
 - All trustees present read and initialed the reports
 - TWC was high this month because we paid for 1.5 months at once plus the installation fees.
- D. Schwert made a motion to pay the bills and it was seconded by S. O'Dea. The motion passed unanimously.
- Funds from the patron copier were counted, \$765, and deposited.
- PILOT update. C. Cooper has been in contact with Shannon Buffum. The BOE had intended to discuss the matter at a special meeting on June 28th. Due to the untimely death of Superintendent Evoy, it was not discussed. The PILOT issue has been rescheduled for the July meeting.
- We have a balance remaining from the 2015-16 budget. On a motion by C. Kiebala and seconded by S. O'Dea the board voted to move the money to our Capital Expenditures account. We anticipate using some of that money towards our bathroom renovations. The motion passed unanimously.
- C. Cooper is waiting for a reply from Freed-Maxxick. We still have not received our audit report from October.

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

Our monthly statistics for June were an attendance of 10,388, computer use of 852, circulation of 7,023, Overdrive downloads of 113, and Zinio downloads of 47, Hoopla downloads of 136. The increase is partly attributed to summer break and the summer reading kick-off.

L. Pritchard had surgery on June 15th. Her doctor stated it was worker's comp, a repetitive motion injury to her shoulder. Her follow up appointment is on June 25th. Her doctor will determine if she is able to return to work then. Utica National has been working with us to file the appropriate paperwork.

Lime Energy proposal elaboration. C. Cooper and K. Mostyn spoke with Patricia Corser on July 7. C. Cooper explained that we do not want harsh LED lighting to diminish the ambience we have striven to create in the library. P. Corser showed us that we can get bulbs with different lumens which give off different types of light; we are looking for a soft light.

C. Cooper and K. Mostyn met with P. Corser about the bathroom renovation as well on July 7. We have started discussing what we are looking for and will finish up next week. P. Corser will compile a bid packet for us to send to 3-5 local construction businesses. Patti has also spoken to Marty Busch about bathroom codes (i.e. handicap, auto flush, motion sensor faucets, etc.). Lisa Erickson feels we can get 50-75% of the cost covered by the NYS Construction Grant. However, the application is due August 12th so we need to move quickly.

The Board reviewed the Handbook for Trustees pages 41-56. We discussed which policies the library had in place already and if we needed to update them. The Board will discuss pages 57-67 in August.

D. Schwert expressed concern over some potholes at the entrance to the parking lot. We believe the lot was sealed and striped last year. C. Cooper will follow up.

The front handicap door is currently not working. K. Mostyn contacted Seneca Doors on June 29th. A technician came out on the 30th and stated he would return on Tuesday, July 5 with the part; it had to be ordered. Then was changed to Thursday/Friday. After repeatedly failing to show up, a representative explained that they didn't know why it was taking so long but the technician would be back on Wednesday, July 13th to fix the door.

We need to appoint a new Trustee to the Board. Several suggestions were made and the Board will discuss it again at the next meeting.

The Annual Reorganization was pushed back until August due to Maryellen Dale's death.

July Programs:

- Summer Reading Programs are in full swing.
- S. Kleinhans has 4 computer classes scheduled with BTOP for the summer, the first two were last week. The next two are in August: Craigslist and Twitter.

The Board meeting was adjourned at 4:54 p.m.

The Regular Board Meeting will be August 8, 2016 at 4:00 p.m.