

**Lee-Whedon Memorial Library**  
**Board Meeting October 17, 2016**

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

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 S. O'Dea.

The September minutes were unanimously approved on a motion made by C. Kiebala and seconded by S. O'Dea.

One bid was received for the bathroom renovation, from M. Boungiorne. The Board discussed postponing the project until Spring 2017 so that we may receive more bids. C. Kiebala made a motion to change the date of the project and was seconded by S. O'Dea. The motion passed unanimously.

Financial Reports were distributed for the month of September

- September Deposit \$1,192.98 (Re-Reg \$24, Memorials \$45, Fines \$510.10, Fax \$387, Notary \$25, Lost \$98.12, Programs \$55)
- Aging: \$16,039.11, Transactions: \$2,685.59
  - 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. C. Cooper spoke with Ms. Griffin at the MCSD Business office. She has to go through all the PILOT payments and determine our percentage. She also stated that we would not receive anything until after the next budget vote.
  - The Board was extremely dismayed at this. C. Cooper will be sending a letter to MCSD stating that our PILOT funds have already been collected by the school for this year and we should not have to wait until the next budget vote to receive what is rightfully our money.
- James from Freed Maxxick came for this year's audit on October 3<sup>rd</sup>. We are awaiting the report but do not expect much change from last year.
- Senator Ortt is giving us \$5,000 again this year. K. Mostyn attended the event and an article was in the Orleans Hub. C. Cooper will be sending out a letter to thank Sen. Ortt.
- C. Cooper applied for a Go-Art Grant for \$2,800 to go towards Finally Fridays.
- S. Kleinhans applied for a Curtis Foundation grant for \$1,348 to go towards a bicycle fixit station.
- Received our Retirement bill for \$46,076.83

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

Our monthly statistics for September were an attendance of 5,459 (73,220), computer use of 564, circulation of 6,735, Overdrive downloads of 87, Zinio downloads of 22, and Hoopla downloads of 183.

We have had a couple incidents of materials being returned with bedbugs. We called EcoServe and they have taken care of the issue. We did have to hire dogs to come in and thoroughly check the library. C. Cooper has proposed a new policy for dealing with this issue in the future. Board members will review for discussion at the next meeting.

We had our carpets cleaned on October 9<sup>th</sup>.

L. Pritchard has been allowed to return to work with limitations. Other staff are adapting to the new division in work.

The light ballasts and bulbs were upgraded by Lime Energy on Sept 27 & 28. The crew was courteous and respectful as well as efficient.

C. Cooper, K. Mostyn, and S. Kleinhans met with VITEC Solutions on Oct 17. They will be sending a proposal for computer maintenance later this week.

SolarizeOrleans has not been in contact with C. Cooper yet. She believes they may be waiting until the application closes later this month.

We received a request to use the programming area for a manned table and display of religious materials. After thoroughly reviewing our policies the Board decided that the programming area is not intended for that type of use. It is primarily our programming area and occasionally is used for temporary health and social services displays for general public awareness. We are not a public space but a limited public forum.

The Medina PD came to the library several weeks ago requesting the release of a patron's information in order to identify the owner of a backpack. Staff informed the police officers that unless they have a subpoena we cannot release any information. The police returned the next day and spoke with K. Mostyn about our policy. They requested that the Board reconsider the confidentiality policy with regards to matters of life and death; though that was not the case in this instance. The Board will further investigate this issue for discussion at the next meeting. K. Mostyn will notify them that a decision has yet to be made.

C. Cooper attended an Active Shooter workshop. She distributed copies of what to do to all staff members and will discuss it at our next staff meeting. The essentials were Run if you can, Hide if you cannot run, and Fight if you have no alternative.

The Board reviewed pages 68-77 of the Trustee Handbooks. No issues were raised.

A Board member shared that they had overheard a conversation about the library while out in the community. They were all positive comments about our staff and our programs.

October Programs:

- S. McAllister had 3<sup>rd</sup> and 4<sup>th</sup> grade tours.
- S. Kleinhans has the first Family Movie night of the winter, Kung Fu Panda 3.
- Paint and Sip continues to be well attended.

The Board meeting was adjourned at 5:48 p.m.

**The next Regular Board Meeting will be November 14, 2016 at 4:00 p.m.**