

Lee-Whedon Memorial Library
Board Meeting October 19, 2015

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

Excused: C. Kiebala, S. O'Dea

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

The Open Hearing was held.

The Agenda was unanimously adopted on a motion made by D. Schwert and seconded by I. Mark.

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

Financial Reports were distributed for the month of September.

- September Deposit \$1,242 (fines \$380.53, memorials \$485, fax \$248, Notary \$9)
- Aging: \$71,093.09, Transactions: \$8,232.88
 - Aging was high due to \$47,189.47 retirement payment
 - Board members will now initial/sign these reports at each meeting
- PILOT update: We have not heard back from the lawyer, he was out of town last week.
 - C. Cooper did speak with Jim Whipple of the EDA about the new PILOT money from Pride-Pak not listing us as a recipient. He explained our money is included in the payment made to the school.
- Capital Fund Expenditures included electrical work by Able and new furniture from DEMCO
- K. Mostyn will be attending PLA in Denver. She will need a credit card in her name for the trip. Our current credit card has C. Cooper's name and may not be accepted when paying for her hotel or food. A motion was made by M. Dale and seconded by I. Mark to get a card in her name. It passed unanimously.
- C. Cooper, K. Mostyn, and S. Kleinhans attended a financial workshop about the OSC audits. C. Cooper distributed the main findings by Rebekkah Smith Aldrich. We will need to form a sub-committee to review and assess our current financial policies. I. Mark as our VP and Treasurer agreed to be on the sub-committee with C. Cooper, K. Mostyn, and S. Kleinhans. A meeting will be scheduled shortly.
 - During review of Ms. Aldrich's recommended changes, D. Schwert offered to donate a fire proof safe to the library to keep our cash in.

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

Our monthly statistics for September were an attendance of 10,562 (75,619), computer use of 756(6,444), Wi-Fi use of 225 (1565), circulation of 6,763 (54,694), Overdrive downloads of 123, and Zinio downloads of 25.

The County Legislative Meeting is October 28th in Albion. Feel free to attend.

Lacy Houseman has resigned. She is starting her own business and needs to focus all her time and energy on making it successful. We have hired Alissa Helsdon as her replacement. Alissa worked here previously. She trained on the 16th and began working today.

We have the opportunity to hire an Americorp employee. She is a current MLS student. She would be working 900 hours over a 10 month period at an approximate cost to us of \$2.66 per hour. A motion was made to hire her by I. Mark and seconded by M. Dale and passed unanimously.

Insurance coverage clarified. We have coverage for K. Mostyn's Paint and Sip programs. Also we have Director's and Board of Trustee's insurance.

C. Cooper spoke with Jon Connors about the sign. He will add a burgundy border around each side of the sign to make it stand out.

We have replaced the DVD shelves. 5 new units were purchased. They are sturdier and easier to see through. We purchased them through DEMCO for \$3,359.79.

The Youngstown board and Friends group toured Lee-Whedon and Holley. They are planning to renovate their building and were looking for inspiration. We received a thank you note from Faith and Phil Koch.

C. Cooper and K. Mostyn attended a 3 day series of workshops lead by Jerry Nichols at NIOGA. The series was titled Emerging Leaders. We both learned a lot and will be looking to make changes to reflect it.

The new Trustee manual written in part by Jerry Nichols and Rebekkah Smith Aldrich is coming out this month. C. Cooper will make sure each Trustee receives one.

K. Mostyn researched our options for cash registers and has selected one. We will be ordering it this week.

The Tale for Three Counties reveal and fundraising event is on Friday, November 6th. Peter Troy will be unveiling the second book in his series. Tickets are available at Lee-Whedon.

K. Mostyn and S. McAllister attended a Community Service event for seniors at the high school. They each took on 1 volunteer. S. McAllister's volunteer helped with the Harry Potter Days program. K. Mostyn's volunteer begins this week.

October Programs:

- C. Cooper
 - Author book signing next weekend
 - A joint Historical Society program on the Sour Springs Road on the 26th
- K. Mostyn
 - Handmade Crafternoon program on the 17th
 - Sherlock storytelling program on the 22nd
 - Paint and Sip program on the 23rd
- S. McAllister
 - Storytime programs to babies and toddlers every Tuesday
 - Giving 4th grade tours
 - Harry Potter Days on the 8-10th
 - Star Wars Reads on the 24th and 26th
 - Reading with dogs every other week
- S. Kleinhans
 - Family Movie Night

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

The Next Meeting will be November 9th, 2015 at 4:00 p.m.