

Lee-Whedon Memorial Library

Board Meeting Sept 12, 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 4:03 p.m.

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

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

Financial Reports were distributed for the month of August

- August Deposit \$2,054.04 (memorials \$225, fines \$541.61, Fax \$386, Notary \$26, Lost \$160.78, Prog. \$340)
- Aging: \$8214.87, Transactions: \$-309.77
 - All trustees present read and initialed the reports
- D. Schwert made a motion to pay the bills and it was seconded by S. O'Dea. The motion passed unanimously.
- C. Cooper transferred \$36,835 from BOC to M&T Capital Improvements, budget surplus.
 - Anticipate using for Bathroom renovation.
- C. Cooper withdrew money from M&T Capital to pay for library furnishings, \$492.36
- Copier money was deposited on Sept 6, \$669
- Audit review was discussed. S. O'Dea made a motion to accept the review and was seconded by C. Kiebala. The motion passed unanimously. Our next audit is scheduled for October 2016.
- I. Mark made a motion to accept our Investment policy and was seconded by S. O'Dea. D. Schwert abstained from the vote. The motion passed.
- C. Cooper is waiting until we receive our first payment from this year's taxes to create the Technology Reserve fund. This is simply to avoid repeated shifting of money from one bank to another.
- PILOT update. We have not received a response from the letter sent on August 16th. C. Cooper will call Shannon Buffum.

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

Our monthly statistics for August were an attendance of 9,827 (67,761), computer use of 792, circulation of 6,601, Overdrive downloads of 102, Zinio downloads of 118, and Hoopla downloads of 123.

The Annual Book Sale was a roaring success. The FOL made \$603 on the first day and made an additional \$500 the following week. The increase to a \$2 bag sale was part of the increase in sales. Volunteers were a big presence this year and our staff were very grateful.

Staff attended First Aid and CPR/AED training on August 26th. All staff present are now certified. C. Cooper would like to purchase an AED unit for the library after seeing how simple they are to use. She spoke with the FOL president about having the FOL pay for it, estimated at \$1600. They will schedule a meeting and vote on it. We are covered under Good Samaritan Laws with regards to any injury after using the AED or performing first aid. S. O'Dea made a motion to purchase an AED unit, either with FOL funds or our own, and was seconded by C. Kiebala. The motion passed unanimously.

L. Pritchard still has not been cleared to return to work. She anticipates returning the first week of October with limited duty.

We have not heard anything more from Lime Energy.

The bathroom renovation bid packets have been delayed due to family issues with P. Corser. She emailed a cost estimate for the project, not including labor. D. Schwert made a motion to send out the bid packets with the projected costs reviewed today and was seconded by S. O'Dea. The motion passed unanimously. C. Cooper and K. Mostyn will be meeting with P. Corser on Monday, Sept 19th. We anticipate mailing out bid solicitations immediately afterwards.

SolarizeOrleans is a new promotion through the Chamber of Commerce. C. Cooper signed up for more information. She has not yet been contacted.

C. Cooper or K. Mostyn will attend the official presentation of bullet money from Sen. Ortt on Wednesday, September 21st at the Holley Community Free Library.

The Board was dismayed to hear we are still having computer issues. C&H PC has been working on the issue for 6 weeks. The Board suggested that C. Cooper look for alternative IT providers for the future.

C. Cooper contacted the Railroad Museum after seeing an article about how they received funding to upgrade several train cars. C. Cooper inquired if they would be moving the cars which have been sitting unused immediately adjacent to our building for the past 7 years for said upgrades. She was told that no those are not the cars which will be upgraded though they are hoping to receive more money next year to start working on them.

Several board members visited the proposed site for a Children's garden in memorial for Maryellen Dale. They feel that even if we do not transform it in her memory we need to update the garden. C. Cooper also suggested a possible "tree" in the Children's section as an alternative to the outdoor garden. The board would like exact dimensions for the side garden and a cost estimate. They also would like dimensions for the indoor tree, photos of other library trees, and a cost estimate.

September Programs:

- Storytime programs will begin next week. As well as the inclusive playgroups.
- We will be having 3rd grade tours shortly.
- ComicCon is this Friday. It continues to be well attended.
- Historical Society joint program is Sept. 26. The remainder of this calendar year's programs will be at the Museum and will return here in January.
- C. Cooper has almost filled her Finally Fridays schedule for 2017!

The Board meeting was adjourned at 5:51 p.m.

The next Regular Board Meeting will be October 17, 2016 at 4:00 p.m.