

Lee-Whedon Memorial Library
Board Meeting July 8, 2024

DRAFT

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

Open Hearing:

The Open Hearing was held. No one was in attendance. K. Mostyn called the meeting to order at 4:00 p.m.

Adoption of Agenda:

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

Approval of Minutes:

The June minutes were unanimously approved on a motion by C. Kiebala and seconded by K. Boice.

Re-organization:

The Annual Reorganization Meeting was held. D. Schwert made a motion to keep the Batavia Daily News as the official newspaper for Lee-Whedon, the Tompkins bank as the official bank, and Webster, Schubel, Meier as the official law office. The motion was seconded by I. Mark and approved by all.

K. Boice took the Oath of Office for her new term. All present signed Ethics statements and completed the Conflict of Interest Disclosure form.

Financial/Business Reports:

Financial Reports were distributed for the month of June.

- Deposit: \$1,530.56
- Transaction: \$21,340.11, Aging: \$21,638.50
- K. Boice made a motion to pay the bills and was seconded by S. O'Dea. The motion passed unanimously.

Director's Report:

Lee-Whedon:

Construction grant signature: K. Mostyn applied for the NYS Construction grant again this year to cover the costs of the renovation of the existing building as well as the fees from Passero for the construction documents. C. Kiebala signed the assurance form for the grant.

K. Mostyn will create a document tracking the grants that have been applied for and received to help everyone keep track of the progress.

ESD Mini Grant: K. Mostyn also applied for the Empire State Development mini grant for \$100,000.

Statistics: Our monthly statistics for June were an attendance of 3,675, circulation of 3,716, computer use of 317, Hoopla downloads of 460, and Libby downloads of 297.

Programs:

The Summer Kick Off event was held on Monday, July 1st. We had Ruff Rock Mining at the library and kids were able to pan for fossils and gemstones. The library paid for the first 100 kids who signed up, anyone else who wanted to participate or wanted extra bags was able to purchase them. We also put out some yard games, had a giant twister game, and painted rocks. There were around 300 people in attendance! The rest of the summer programs will be starting tomorrow. Many programs are completely full.

Community:

National Grid held a community service event here at the library on July 1st. There were many different organizations present who were available to help patrons apply for assistance services and to answer questions. National Grid sent out an email to all of their members to get the word out about the event. There were around 100 people in attendance for this event.

Expansion:

Bond Council Meeting: K. Mostyn and C. Kiebala met with Jeff Storch from the school district's bond council to discuss how we would go about bonding for the expansion. The school would need to call and hold a special election to approve the bond amount. We would need to know the full amount we are planning to ask for at the time we hold the vote. If the vote passes, the school will also handle the bond process. The school will need to run 4 public notices before the vote and suggested we run at least one public information session during that time to answer any questions the public has about the project and the vote.

Passero contract: We have signed and submitted the new contract with Passero to provide final adjustments to the design to bring the cost down as much as possible and to try to get a more accurate cost estimate. They are working on the new designs now.

Other:

Our Key Bank CD is maturing at the end of the month and we need to decide if we are going to renew it. The Board decided not to renew until we receive our tax money for the new year, then we will look into opening another CD.

The Child Welfare Association donates money each year to the library for children's programming, but they are going to be disbanding. They sent us a final check for \$10,000 that we will be able to use for children's programming. We will divide it up between children's and teen programming.

Trustee Handbook Review:

Before the meeting, everyone read pages 75-93 of the new Trustee Handbook. These pages were discussed to make sure no one had any questions. Everyone should read pages 93-110 for the August meeting.

The meeting was adjourned at 5:03 p.m. on a motion by D. Schwert, seconded by S. O'Dea and approved by all.

The next regular Board Meeting is August 12, 2024 at 4:00 p.m.

Respectfully submitted

S. Covis 7/10/2024

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