

Lee-Whedon Memorial Library

Board Meeting August 12, 2024

Present: K. Boice, C. Kiebalá, 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 I. Mark and seconded by S. O'Dea.

Approval of Minutes:

The July minutes were unanimously approved on a motion by S. O'Dea and seconded by K. Boice.

Financial/Business Reports:

Financial Reports were distributed for the month of July.

- Deposit: \$10,833.99
- Transaction: (\$12,140.25), Aging: \$13,184.62
- C. Kiebalá made a motion to pay the bills and was seconded by S. O'Dea. The motion passed unanimously.
- There is a CD ending at Five Star. We will renew that one. The money from the KeyBank CD has been moved to be used for operating expenses.

Director's Report:

NIOGA:

Trustee Trainings: NIOGA is hosting two more Trustee Training sessions on October 16 and 23. These will be the last ones for the year that NIOGA is offering. All of our Trustees have already completed their required 2 hours.

Trustee Newsletter and Website: NIOGA is creating a newsletter with resources for Trustees. Trustees should have received an email with the newsletter. K. Mostyn also reminded everyone there is a Trustee page on our website with resources and information for our library.

Adventure Map: The Adventure Map that NIOGA created for this summer has been going very well. We have had 166 visitors to our library for the map. We have been receiving a lot of positive feedback about our library from visitors as well, commenting on the building and the friendliness of the staff. Many of these visitors are also borrowing materials from our library, which is helping to boost circulation. We hope that NIOGA will do this again next year!

Lee-Whedon:

Retirement Contribution: We received our bill from the school for our retirement contribution. It is slightly over what we budgeted for, so we will be using money from our retirement savings account. That will be okay for this year, but we will have to look at that budget line for next year.

Audit: Our audit is scheduled with Kristie Beach for October. We have already started to send her the documents she has requested. We should have the report back by December.

Stolen Papers & Magazines: Staff has noticed that the Daily News has been disappearing. K. Mostyn checked the cameras and saw that a man has been stealing them. There are several weeks missing. We also noticed that several magazines are also missing, and it seems to be the same person taking them. K. Mostyn has spoken to the man and told him that he needs to return them or he will not be allowed back.

Hallway Flooring Estimate: M&M Granite has been in to look at the bathroom hallway and provided us with an estimate to replace the carpet with tile. For the demo, installation, and cost of the tile, the total would be \$1014. K. Mostyn has agreed to this as the Board had previously approved having tile put in, and we have sent them 50% of the cost. They will be scheduling a date to come do the work.

Burris: Burris will be coming in this weekend to clean our upholstered furniture. It has been a while since this was last done, and the chairs are looking a little rough.

Statistics: Our monthly statistics for July were an attendance of 4,658, circulation of 5,063, computer use of 348, Hoopla downloads of 432, and Libby downloads of 310.

Programs:

This is the last week of summer programs. We will be finishing up with the last story time sessions, one last teen program, a wrap up program, and a family movie. Attendance has been great this year, and everyone has really enjoyed all of the programs.

In September, we will be starting back up with our regular programs. There will be 2 adult crafts, a paint and sip, the teen after school program, and a 250th birthday celebration for Johnny Applesseed at LynOaken Farms. Storytimes will be starting up again in October.

Community:

The library will be hosting a Narcan training with UConnect this week. There are already a few people signed up. The programs with the hospital will be starting up again in September.

K. Mostyn will be at the Farmer's Market on September 14th promoting the library.

Policies:

We have 2 policies up for review this month. One is a new policy: Library of Things. We have recently purchased a Roku Express that will be available for checkout starting this week. Since we now have so many different items that can be checked out, K. Mostyn created a Library of Things policy to encompass them all. The Board approved this policy on a motion by C. Kiebalá, seconded by I. Mark, and approved by all.

The second policy is the Animals in the Library policy. Nothing has been changed. The Board unanimously approved this policy on a motion by C. Kiebalá and seconded by K. Boice.

Other:

We will be holding the annual book sale the last 3 Fridays in August: the 16th, 23rd, and 30th. We have volunteers from the Friends lined up for all three weeks.

Expansion:

Lobbying: Lobbying for the expansion has to be done by the Friends. \$800 per year can be spent by the Friends for lobbying, and they will need to fill out a form for the IRS. The Friends were okay with this.

Passero Update: A group came with Passero to do a walkthrough of the library to help provide us with a more accurate estimate for the expansion. Emily said we should receive the estimate sometime this month. We will need to approve the designs at the September meeting so that we can go to the school's Board meeting on October 7th to make our presentation asking to begin the bond process for the project. K. Mostyn will send out the estimate to Board members as soon as she receives it. We will hold a special meeting of the Board on September 5 at 2:00 p.m. to go over the proposal.

Trustee Handbook Review:

Before the meeting, everyone read pages 93-110 of the new Trustee Handbook. These pages were discussed to make sure no one had any questions. Everyone should read pages 111-131 for next time.

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 meeting is September 9, 2024 at 4:00 p.m.

Respectfully submitted:

S. Covis 8/14/2024