

**Lee-Whedon Memorial Library
Board Meeting September 9, 2024**

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

DRAFT

Open Hearing:

The Open Hearing was held. No one was in attendance. K. Mostyn called the meeting to order at 4:01 p.m.

Adoption of Agenda:

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

Approval of Minutes:

The August minutes were unanimously approved on a motion by C. Kiebala and seconded by I. Mark.

Financial/Business Reports:

Financial Reports were distributed for the month of July.

- Deposit: \$13,795.60
- Transaction: \$13,511.32, Aging: \$11,208.83
- S. O'Dea made a motion to pay the bills and was seconded by D. Schwert. The motion passed unanimously.
- The Key Bank checking account will be closed. The bank fees applied to the account were waived. This checking account was opened in order to obtain a good interest rate on a CD that was opened last year. We will open another CD soon when we receive our tax money from the school.

Director's Report:

NIOGA:

No update from NIOGA. The director's meeting is in 2 weeks.

Lee-Whedon:

Construction Grant: The construction grant application is due Friday. K. Mostyn is waiting to see what the exact project will be before she files the application.

Statistics: Our monthly statistics for August were an attendance of 3,795, circulation of 4,306, computer use of 322, Hoopla downloads of 443, and Libby downloads of 276.

Programs:

This month we have a 250th birthday celebration for Johnny Appleseed for kids at LynOaken Farms, a teen after school club, an adult craft program, a Family Movie Night, and a computer class. Storytimes will be starting up again on October 1.

Community:

The sponsors for 2024's Ale in Autumn event have been rotated so we are not in the program handout this year. We were asked if we wanted our library name to be on coasters but that was too expensive so we declined.

We purchased two Medina-Opoly board games, one to circulate and one to have on hand. Our library name is on the game board.

Policies:

K. Mostyn circulated two policies which were approved in 2018: Procurement and Bidding, and the Security Cameras. The board will look these over, recommend changes, if any, and approve at the next meeting.

Expansion:

The board met last week to review the expansion project presented by Christa. Once we decide to move forward, the bond council will give us an exact figure, which will be a separate amount listed on the homeowner's tax bill. It was decided to move forward with the project as presented by Passero, with a motion made by C. Kiebala, and seconded by S. O'Dea. The motion passed unanimously.

K. Mostyn will contact the school district and ask that the project be placed on their agenda for October. Digital copies of the expansion project will be sent to the board in advance of the meeting. K. Mostyn will also encourage a meeting with the school district and bond council to address any concerns or questions before their October board meeting.

Other Business:

C. Kiebala reported that the family of a 1962 Medina graduate who had two books translated from French to English, would like to have them donated to the library. The family members will be in town in October to donate the books, and to fulfill one of his last wishes. The books will probably be non-circulating and placed in the reference section.

Trustee Handbook Review:

Before the meeting, everyone read pages 111-131 of the new Trustee Handbook. These pages were discussed and all questions were answered. It was decided that the appendices at the end of the handbook would be reviewed as needed.

The meeting was adjourned at 4:48 p.m. on a motion by D. Schwert, seconded by C. Kiebala and approved by all.

The next regular meeting is October 21, 2024 at 4:00 p.m.

Respectfully submitted:

S. Kleinhans 9/10/2024

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