

**Lee-Whedon Memorial Library  
Board Meeting November 18, 2024**

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 4:02 p.m.

**Adoption of Agenda:**

The agenda was unanimously adopted on a motion by C. Kiebala and seconded by K. Boice.

**Approval of Minutes:**

The October minutes were unanimously approved on a motion by C. Kiebala and seconded by I. Mark. The minutes from the special meeting were unanimously approved on a motion by D. Schwert and seconded by S. O'Dea.

**Financial/Business Reports:**

Financial Reports were distributed for the month of October.

- Deposit: \$35,978.18 (PILOT), \$1,339 (normal deposit)
- Transaction: \$24,999.67, Aging: \$52,090.20
- S. O'Dea made a motion to pay the bills and was seconded by C. Kiebala. The motion passed unanimously.

**Director's Report:**

**NIOGA:**

**Senator Ortt:** Senator Ortt will be at Youngstown library on November 22 to meet with constituents. Anyone who can attend to speak with him is encouraged to.

**Sexual Harassment Training:** NIOGA will be holding sexual harassment training for Trustees in spring 2025. Trustees are welcome to take their training elsewhere if they would like.

**Lee-Whedon:**

**Audit:** Kristie Beach has completed our financial audit. We received a good opinion with no qualifications. The audit report was distributed to Trustees to read over to review at our next meeting. Kristie will meet with us to go over the audit if we want her to.

**Statistics:** Our monthly statistics for October were an attendance of 3,827, circulation of 4,367, computer use of 280, Hoopla downloads of 504, Libby downloads of 237, and 183 songs streamed on Freegal.

**Programs:**

The fall storytime sessions will be ending next week and taking a break during December. Sharon had 40 people at her family movie night last week! The movie was Inside Out 2. Santa will be coming to the library on December 6 at 6:00 p.m. We will be holding another senior trivia afternoon hosted by the Office for the Aging on December 4 at 12:30 p.m. The theme this time will be winter and Christmas. There will be several drop in crafts coming up at the library for the season. We will have one on November 30 for the light parade and one each Saturday in December leading up to Christmas.

**Community:**

**Office for the Aging:** Our work with the Office for the Aging is going well. They are hosting the senior trivia in December.

**Parade of Lights:** The library is in the listing for the Parade of Lights that everyone receives.

**Policies:**

The Staff Development policy was reviewed by the Board and unanimously approved on a motion by C. Kiebala and seconded by K. Boice.

**Expansion:**

We have been working on advertising the information session about the expansion and the bond vote. K. Mostyn has sponsored posts scheduled to run in the Orleans Hub Nov. 13, Nov. 22, Dec. 2, and hopefully the day of the vote. A press release also ran in the Orleans Hub, and the legal notices have all been scheduled. The school is responsible for the legal notices. The yard signs have been going out to Board members, Friends of the Library, and patrons. There are 12 left if anyone wants to take more. K. Mostyn delivered mini flyers to all of the local businesses she could. Everyone was very happy to take them and hand them out. We have also been running Facebook ads.

**Other:**

Jen Potter, the grant writer we have been working with, has returned a list of results from her research on grants that we could apply for. She found 22 grants, some of which we have heard of or applied to before, but some we haven't. K. Boice made a motion to hire Jen Potter to attempt 3 grants from the list at a cost of \$2500 each. The motion was seconded by C. Kiebala and approved by all.

**Expansion:**

Passero sent their completed slides for the presentation to K. Mostyn. She will be assembling all of the slides into a single presentation. Peter from Passero suggested that the Trustees start the information session and that the financial information be presented last. C. Kiebala has volunteered to speak during the presentation. We will meet to practice for the presentation on November 21 at 11:00 a.m.

The meeting was adjourned at 5:09 p.m. on a motion by K. Boice, seconded by S. O'Dea and approved by all.

**The next regular meeting is December 9, 2024 at 4:00 p.m.**

**Respectfully submitted:**

**S. Covis 11/19/2024**