

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

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

**Open Hearing:**

The Open Hearing was held. No one was in attendance. S. Covis 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 November minutes were unanimously approved on a motion by I. Mark and seconded by C. Kiebala.

**Financial/Business Reports:**

Financial Reports were distributed for the month of November.

- Deposit: \$440.43
- Transaction: (\$16,107.50), Aging: \$11,569.72
- K. Boice made a motion to pay the bills and was seconded by I. Mark. The motion passed unanimously.

**Director's Report:**

**NIOGA:**

No update from NIOGA.

**Lee-Whedon:**

**Audit:** K. Boice had some questions regarding the audit as well as the management letter. It was decided that K. Boice and K. Mostyn would call Kristie Beach to discuss these questions together over the phone. The audit was approved on a motion made by S. O'Dea and was seconded by C. Kiebala. The motion passed unanimously.

**Fire Inspection:** The fire inspection took place on November 26. The emergency light by the front entrance is all that needs replacing.

**Christmas Party:** A motion was made by C. Kiebala and seconded by S. O'Dea to close the library between the hours of 12:00 p.m. and 2:00 p.m. on Monday, December 16 so staff can enjoy their annual Christmas party. The motion passed unanimously.

**Statistics:** Our monthly statistics for November were an attendance of 4,028, circulation of 3,852, computer use of 291, Hoopla downloads of 412, Libby downloads of 242, and Freegal downloads of 48.

**Programs:**

Storytimes are on a pause for December and will resume in January. We have Make and Take crafts out every Saturday leading up to Christmas. Santa was here on Friday, December 6 with 130 in attendance, which doubled from last year. The craft program on Saturday had 24 in attendance. The Office for the Aging had their trivia day here for Seniors on Wednesday, Dec. 4 with 23 in attendance. This will be offered again in the Spring.

**Community:**

K. Mostyn will be starting Leadership Orleans in January, which is a year-long education program focusing on building leadership skills, while being exposed to Orleans County businesses.

**Policies:**

The board discussed the Sexual Harassment policy which was last approved in 2018. After discussion, a motion was made to adopt the policy with noted punctuation changes on a motion made by D. Schwert and seconded by C. Kiebala. The motion passed unanimously.

**Expansion:**

**Bond Vote:** The bond vote will be held on Tuesday, December 10, at the District office between the hours of 12-8. Board members will rotate their time to be on site to answer any questions that the public may have when voting. Inside the door as you enter the District Office, there is a large banner detailing the expansion, a FAQ sheet, booklet fliers, an estimated cost sheet based on actual home values, and bookmarks.

**Grants:** Jen continues to work on the three grants that were discussed previously. She is also providing K. Mostyn with pointers for the bank grants she is working on that she was previously denied for.

**Unsolicited Donations:** We have received money from donors that is specifically to be used for the expansion. That money was placed into the Capital account. We need to find out if a new restricted capital bank account should be opened for these funds. We will discuss this matter with our attorney or the school district.

**Other Business:**

The board signed cards for the staff.

The meeting was adjourned at 4:31 p.m. on a motion by I. Mark, seconded by C. Kiebala and approved by all.

**The next regular meeting is January 13, 2025 at 4:00 p.m.**

**Respectfully submitted:**

**S. Kleinhans 12/10/2024**