

**Lee-Whedon Memorial Library  
Board Meeting January 13, 2025**

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

**DRAFT**

**Open Hearing:**

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

**Adoption of Agenda:**

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

**Approval of Minutes:**

The December 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 December.

- Deposit: \$701.84
- Transaction: (\$12,538.67), Aging: \$10,849.40
- K. Boice made a motion to pay the bills and was seconded by S. O'Dea. The motion passed unanimously.
- Amended budget: Our revenue for the year will be higher than anticipated due to receiving more from PILOT, the Youde Heady trust, and a donation from the Child Welfare Association than projected. This will help to offset some of the budget lines that we will go over on: contractual, utilities, equipment, and advertising.
- We will begin next year's budget preparation at next month's meeting.

**Director's Report:**

**Lee-Whedon:**

**Strategic Plan Update:** Our priorities for the 2024-2027 Strategic Plan are expanding the physical space, improving outreach and marketing, assessment and education, and sustainability.

**Physical Space:** The bond for the building expansion was approved by the public in December 2024.

**Outreach & Marketing:** We are partnering with Orleans Community Health, the Office for the Aging, and Medina Tourism. K. Mostyn is participating in Leadership Orleans this year. We are also participating in the Memorial Day parade each year, and we have moved downtown for Beggar's Night.

**Assessment & Education:** Assessment of the collection is an ongoing process conducted by K. Mostyn, S. Covis, and P. Mumau.

**Sustainability:** We started a 1 year free membership for the Sustainable Libraries Initiative to get an idea of the resources and process of joining. The Sustainable Libraries Initiative provides resources and feedback for making libraries more efficient and ecofriendly. We will need to pay a membership fee moving forward if we want to join.

**FFRPL Report:** This year, we received \$6,338 from the anonymous donation distributed by FFRPL which is to be spent on reading materials for the collection. We spent the complete amount on 241 print books (mainly updating the children's nonfiction section), 38 eBooks, and 24 eAudiobooks. C. Kiebala signed the report.

**Opened 2 CDs:** We opened 2 new CDs to earn interest: one at KeyBank that will mature in May and one at Tompkins that will mature in July. Both CDs will earn around 4% interest.

**GO-Art:** GO-Art has awarded us \$5000 for this year's Finally Fridays concerts. They anticipate being able to distribute the money in April.

**County Funding:** We received funding from the county: \$2,663.80. This amount remains static from previous years.

**Statistics:** Our monthly statistics for December were an attendance of 3,101, circulation of 3,315, computer use of 301, Hoopla downloads of 391, Libby downloads of 265, and Freegal downloads of 28.

**Programs:**

Storytimes will be starting up again on January 21 and running through March 20. These will include a morning and an evening session of Bookie for ages 0-5 on Tuesdays and Bottega on Thursdays for ages 5-10. This year's History Book Club started last week. The topic is the Underground Railroad, and there are 15 people signed up this year. This Saturday will be our monthly Family Movie Night. We will be showing Wild Robot. There are already over 30 kids signed up, so we are hoping for good attendance! The Finally Fridays concerts for the year have also begun. There have been 2 concerts so far: Creek Bend with an attendance of 145 and 2<sup>nd</sup> Time Around with an attendance of 106.

**Community:**

We are starting a new marketing campaign with our ads in the Hometown Extra, so keep an eye out for those.

**Expansion:**

**MCSO Resolution:** The Medina Central School District passed a resolution on January 6 to authorize \$5.2 million in bonds for Lee-Whedon's building project. It will be ready for us to use when we need to start drawing on it.

**Campaign Committee – Ivy Partners:** Ann Shepard has sent over a contract for the rest of the fundraising campaign phases. Her fee is \$3500 per month, estimating working with us for 12-18 months. The Board had a few questions and concerns that K. Mostyn will pass on to Ann. She will also send the contract to a lawyer to look over before we make any decisions. Whether or not we hire Ivy Partners, we will need to work on establishing a Campaign Committee who will go out to solicit the larger donations from people in the community. We will need someone in charge who has experience with this work. K. Mostyn will reach out to the Steering Committee as well as a few others to see if they are interested in being part of the Campaign Committee.

**Christine Crowley:** Payment has been sent to Christine Crowley for her work putting together the tax numbers for the public information meeting as well as her attendance at the meeting.

**Passero:** Passero would like to start meeting every 2 weeks to continue with the expansion planning. The Board decided that Tuesday mornings will work the best, so K. Mostyn will reach out to see if they are free the 21<sup>st</sup> or 28<sup>th</sup>.

**Other Business:**

The password security procedures that were mentioned as a note in our audit should be established before the end of our fiscal year, otherwise it will show up on our audit again. K. Mostyn will work on creating them before then.

The meeting was adjourned at 4:58 p.m. on a motion by K. Boice, seconded by C. Kiebal and approved by all.

**The next regular meeting is February 10, 2025 at 4:00 p.m.**

**Respectfully submitted:**

**S. Covis 1/14/2025**

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