

**Lee-Whedon Memorial Library
Board Meeting February 10, 2025**

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 4:00 p.m.

Adoption of Agenda:

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

Expansion:

Ivy Partners: Ann from Ivy Partners was present at the meeting to discuss the fundraising campaign. She has signed the contract for 6 months to work on the project with us. Ann presented a campaign timeline as well as a gift chart for a fundraising goal of \$500,000. Naming opportunities were discussed along with the gift chart. The Board will need to agree on naming opportunities to present to the Campaign Committee so they can begin working on fundraising. The committee can provide input as well.

Approval of Minutes:

The January minutes were unanimously approved as amended on a motion by K. Boice and seconded by I. Mark. The special meeting minutes from January 30 were unanimously approved as amended on a motion by C. Kiebala and seconded by I. Mark.

Financial/Business Reports:

Financial Reports were distributed for the month of January.

- Deposit: \$2,486.52
- Transaction: (\$2,843.37), Aging: \$11,717.09
- C. Kiebala made a motion to pay the bills and was seconded by I. Mark. The motion passed unanimously.

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Director's Report:

NIOGA:

At the Director's call, Tom discussed the state budget and how it will affect libraries. The budget has not been officially proposed yet, but cuts can be expected that will impact libraries. Depending on what happens on the federal level, this could mean losing the Gale databases that are currently paid for by the state as well as less funding provided for the construction grant and funding to library systems.

Cole, the lawyer who represents NIOGA, has provided a 30 page document on how new Executive Orders will impact libraries. We should continue to follow NYS law. K. Mostyn will also be working on procedures to handle requests for records from law enforcement.

Lee-Whedon:

Interest on BANs: K. Mostyn reached out to our financial advisor to ask whether we will need to pay interest immediately on any BANs we draw for construction. The interest can be capitalized and paid later, but we will be paying interest on that interest. It is advisable to work the interest into our budget each year to pay it off when the BANs mature so that it does not end up costing more in the long run.

Statistics: Our monthly statistics for January were an attendance of 3,741, computer use of 272, Hoopla downloads of 434, and Libby downloads of 352. Circulation statistics have not yet been received from NIOGA.

Programs:

There are two Family Movie Nights coming up. On February 15, we will be showing Harold and the Purple Crayon, and on March 21, we will be showing Paddington in Peru. The week of February 17 is winter break for students, so we will have a few extra programs for children and teens during that week. The children's book sale will also be held that week. The Medina Historical Society presentation for February will be on February 23, and the topic is "Pioneer Narratives of Early Life in Orleans County."

Policies:

Network Security Policy: This is a new policy that was brought up in our audit as something we needed to have. The policy was unanimously approved on a motion made by C. Kiebala and seconded by D. Schwert.

Disaster Response Policy: The Disaster Response Policy was reviewed. D. Schwert made a motion to approve the policy as amended. The motion was seconded by C. Kiebala and approved by all.

Naming Rights Policy: K. Mostyn has updated our current Naming Rights Policy. The policy was unanimously approved on a motion made by C. Kiebala and seconded by D. Schwert.

Budget:

K. Mostyn distributed a proposed budget to the Board with her recommendations. The Board will review it and note any changes they feel need to be made. The budget will be discussed at the next meeting.

The meeting was adjourned at 5:48 p.m. on a motion by C. Kiebala, seconded by S. O'Dea, and approved by all.

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

Respectfully submitted:

S. Covis 2/11/2025

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