

## **Lee-Whedon Memorial Library**

### **Board Meeting: June 16, 2025**

**DRAFT**

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

#### **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 I. Mark and seconded by D. Schwert.

#### **Approval of Minutes:**

The May minutes were unanimously approved on a motion by C. Kiebala and seconded by S. O'Dea.

#### **Financial/Business Reports:**

Financial Reports were distributed for the month of May.

- Deposit: \$1,866.80
- Transaction: (\$5,901.77), Aging: \$12,758.35
- S. O'Dea made a motion to pay the bills and was seconded by K. Boice. The motion passed unanimously.

#### **Director's Report:**

##### **NIOGA:**

A probationary employee was hired to fill Maggie's role at NIOGA. Justin is still reporting all the statistics. The monthly NIOGA meeting will be held on Wednesday.

##### **LEE-WHEDON:**

**S. Covis:** Sam and her baby continue to do well! Her 8-week maternity leave will end at the beginning of July and she will then use her PTO to offset her leave. Sam should return to work in early August.

**Friends of the Library:** The FOL Annual meeting will be held in July. They will be asked at the meeting if they would like to donate to the building fund.

**Statistics:** Our monthly statistics for May were an attendance of 4,112, circulation of 4,342, computer use of 326, Hoopla downloads of 456, and Libby downloads of 409.

**Programs:** The Summer Reading Program will hold their kick-off on Monday, June 23 with an Erie Canal concert at 7:00 p.m. This is for all ages. Patricia Mumau will be at the farmer's market as part of the MAP Enchanted Faery Festival on Saturday June 21. She will be giving away Make & Take crafts.

#### **Community:**

Lee-Whedon once again participated in the Memorial Day parade. We gave away 300 bags, which were depleted by the time we arrived on Main Street. Next year we will purchase more bags to have on hand. We have also registered to have a tent at National Night Out held at the school district on August 5.

## **Expansion:**

**Naming Rights:** We have increased the number of the \$10,000 level naming opportunities from 4 to 7. We have 2 left, the tech bar and the movie area, and we will not be making any more available at this level. Naming rights on collections and furniture are not feasible, and dividing a larger naming right between two or more donors is also not a good idea. The idea was discussed to possibly have one plaque with all the donors for a particular section listed. We are still in the quiet phase of fundraising which will end when we reach \$250,000. We have already reached \$200,000! Even though we are still in the quiet phase, feel free to give out information to those who ask about donating to the expansion.

**Christine Crowley:** Last week, Christine met with Kristine, Kathy, and Sharon to discuss the process of obtaining the Bond Anticipation Notes from the district, which is about a 6-week process. It is our hope to wait as long as we can before we draw on the bonds to avoid any additional interest, since the interest starts accruing as soon we receive the money. Our construction management firm, Christa, will create a Construction Cash Flow chart, which will give us a timeline of when the bills are due. While waiting for the bond money, we will bank shop to find the best interest rate to help offset the interest charges on the BAN. We are thinking around early Fall to receive a check from the school for \$3.2 million, which will be taken all at once since there is paperwork and a cost every time we draw on the BAN.

**Zoning Approval:** Kristine, Kathy, and Cynthia attended the village zoning board meeting on June 3 regarding our parking and building variances. They both passed!

**Fire Code Approval:** LaBella has approved our fire code variance, which would allow for fire doors instead of sprinklers. Kristine shared this information with Passaro.

**Other Business:** Kristine wondered if anyone would be willing to speak with the new Presidents at Takeform regarding the expansion. Kristine will reach out to Charlie to see if he might be interested. Many contractors will do a walkthrough of the building with Krista on Tuesday morning at 9:30. Each contractor had to pay \$25 for the specs. of the building project. This will not be a Q & A session.

Dave wondered if Kristine could do a spreadsheet of the 5 areas? Christa will have a copy and Kristine will do one for the board.

Stark Tech will continue to access our fire controls and cameras during and after the expansion.

The meeting was adjourned at 4:49 p.m. on a motion by D. Schwert, seconded by I. Mark and approved by all.

**The next regular meeting is Monday, July 14 at 4:00 p.m.**

**Respectfully submitted:**  
**S. Kleinhans 6/17/2025**