

Lee-Whedon Memorial Library

Board Meeting April 10, 2023

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 K. Boice.

Approval of Minutes:

The March minutes were unanimously approved on a motion made by D. Schwert and seconded by K. Boice. The minutes for the Special Meeting on March 16th were unanimously approved on a motion made by K. Boice and seconded by I. Mark.

Financial/Business Reports:

Financial Reports were distributed for the month of March:

- Deposit: \$3,677.80 (deposited 3/31/23), \$836.89 (deposited 3/1/23)
- Transaction: \$189.29 Aging: \$15,054.04
- I. Mark made a motion to pay the bills and was seconded by C. Kiebala. The motion passed unanimously.

Director's Report:

Nioga:

Annual dinner: The Annual Dinner will take place on May 17th at Batavia Downs. Board members should let K. Mostyn know as soon as possible if they will be attending so she can purchase tickets.

Lee-Whedon:

Finally Fridays donations: The donations from the Finally Fridays concerts have been counted. We collected \$929, which is around the same as previous years. This should cover at least 2 bands for next year. The GoArt grant presentation will take place on April 22, which is when K. Mostyn will receive the check from this year's grant that will cover this past year's concerts.

Clerks and Inspectors: The Board needs to approve the Clerks and Inspectors for the budget vote that will take place on May 9th. The Clerks are as follows: Gary Caldwell, Neveen Boulos, Gary Jones, John Underdown, and Sharon Kleinhans. The Inspectors are as follows: Jan McCloy, Norma Jones, Ruth Cleveland, and Mary Underdown. The Chief inspector is K. Mostyn. The Clerks and Inspectors were unanimously approved on a motion by C. Kiebala and seconded by K. Boice.

Adult Literacy Grant: K. Mostyn received the Adult Literacy Mini Grant from NIOGA for \$315. This grant was used to purchase a digital magnifier. The magnifier can be placed over text, and it will magnify it on a screen for readers who have difficulty with small print. We will likely be lending this out to patrons to use at home rather than keeping it for in-house use.

Five Star: We have moved \$75,000 from our Five Star account into T Bills. The T Bills will mature on March 31st. This will give us a 4.8% interest rate on that money.

Empire Pass: K. Mostyn has recently purchased an Empire Pass that we will lend out to our patrons. This pass gives the holder free entrance into the New York State Parks. Patrons have to present the physical card at the gate, so they will have to check out the card to be able to use it. The pass will be available to check out for 2 weeks. It will not expire until 2099. Replacement cards can be purchased if one is lost, so if someone loses the card, they will be charged \$20.

Google Stats: Since we started our Google Business account in June 2017, we have had 1.15K clicks and 10K impressions (people who viewed our page on Google) on our Business Profile. This past year, 930 people interacted with our page, which means they looked us up on Google to view our hours, website, and contact information. 218 calls were made from people clicking on the phone number on our Business Profile, and 497 people clicked on our website link from our Business Profile.

Statistics: Our monthly statistics for March were an attendance of 3,659, circulation of 4,779, computer use of 358, Libby downloads of 277, and Hoopla downloads of 380.

Programs: Last week was Spring Break for the school, so there were a lot of kids in the library enjoying our programs. Tricia offered 2 programs for children: a wooden carrot craft and Keva plank play. S. Covis offered 2 programs for teens: stamp making and rock painting. The spring storytime session will be starting up again the week of April 17th with Bookie, See Saw, Bottega, and Muse. On Arbor Day (April 28), kids will be able to come to the library to plant trees along the fence at the end of our property. There will be a needle felting craft for teens and adults on the 22nd, and a Paint and Sip on the 28th for adults. Sara from NIOGA will be returning on the 17th to teach a tech program on selling online using Facebook Marketplace, Letgo, and Craigslist. The Medina Historical Society will be presenting on a local genealogy site on the 24th.

By-Laws: During a Trustee training webinar, it was brought up that remote attendees to Board meetings are able to vote as long as it is approved in the by-laws. K. Mostyn amended our by-laws to include this. The change was unanimously approved on a motion by C. Kiebal and seconded by D. Schwert.

Addendum to Employee Handbook: K. Mostyn made a few changes to the Employee Handbook to update the Family and Medical Leave, Holidays, and Hours of Operation sections as well as a modification to the job descriptions for Assistant Director and Director. The Board suggested a few changes in the wording, so the addendum will be revised and approved at the next meeting.

Code of Conduct: The Code of Conduct has been revised to be more specific in its wording and to include sanctions for the consequences people can expect if the rules are not followed. The Board suggested a few changes, so the Code of Conduct will be revised and approved at the next meeting.

Evaluations: K. Mostyn distributed 3 different evaluation options for the Board to use to conduct a performance review of K. Mostyn. Trustees will look them over and decide what they want to use by the next meeting.

Ivy Partners Proposal: Ann Shephard from Ivy Partners sent us a proposal for fundraising services for the expansion. The contract for the Precampaign phase would cost the library \$15,000 for a 6 month period. In this phase, Ivy Partners will reach out to community members and business to see if there is a willingness to donate to the project. The library would need to appoint a Campaign Coordinator as well as assemble a steering committee of 8-12 volunteers. After gathering the information, Ivy Partners will conduct a feasibility study to determine if there is enough support to move forward with the fundraising campaign. D. Schwert made a motion to move forward with this proposal from Ivy Partners, not to exceed \$15,000. The motion was seconded by C. Kiebal. The Board discussed this motion. After the discussion, S. O'Dea made a motion to amend the former motion to approve moving forward with Ivy Partners for the Precampaign phase, not exceeding an agreement of \$15,000, on the

condition that a Campaign Coordinator and steering committee have been appointed first. This amended motion was seconded by D. Schwert and approved by all.

A Special Meeting will be held in 2 weeks, on Monday, March 24 at 10:00 a.m., to discuss the Campaign Coordinator and steering committee.

Bernard Donegan Inc.: To move forward with the bonding process, the library will need to contract a fiscal and a legal firm to work on the bond. Bernard Donegan was recommended by Passero. They would be the fiscal advisor if the library chooses to work with them.

The meeting was adjourned at 5:50 p.m. on a motion by D. Schwert, seconded by S. O'Dea, and approved by all.

The next regular Board Meeting is May 8, 2023 at 6:00 p.m.

The Annual Meeting is May 8, 2023 at 7:00 p.m.

Respectfully submitted

S. Covis 4/11/2023