

Lee-Whedon Memorial Library

Board Meeting April 11, 2022

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 S. O'Dea and seconded by I. Mark.

Approval of Minutes:

The March minutes were unanimously approved on a motion made by K. Boice and seconded by S. O'Dea.

Financial/Business Reports:

Financial Reports were distributed for the month of March:

- Deposit: \$924.75
 - Amazon Smile Donation: \$20.12
- Transaction: -\$28,333.24, Aging: \$9,308.38
- K. Boice made a motion to pay the bills and was seconded by I. Mark. The motion passed unanimously.

Budget Vote

The Budget Vote will take place on Tuesday, May 10 from 12-8. The Board appointed Sharon Kleinhans, Gary Caldwell, MaryAnn Underdown, Lissa Cotter, Darlene Schepis, and Norma Jones to act as Assistant Clerks at the vote on May 10th on a motion by D. Schwert, seconded by C. Kiebala, and approved by all. The Board appointed Jan McCloy, John Underdown, Sandra Tompkins, and Gary Jones as Inspectors of Election, and Kristine Mostyn as Chief Inspector of Election on a motion by S. O'Dea, seconded by C. Kiebala, and approved by all.

Director's Report:

NIOGA:

NYS Budget: Tom Bindeman has been urging everyone to send letters to their representatives concerning library funding in the NYS budget. The budget was passed earlier this month, but we have not received any details about the results. The budget details will contain information on the Construction Grant and LLSA.

Annual Dinner: The Annual Dinner will take place on Wednesday, May 18th at the White Birch in Lyndonville.

There will be a basket raffle, so we will be choosing something to enter. Board members should let K. Mostyn know if they want to attend.

Lee-Whedon:

Freed Maxick: Freed Maxick began working on our FY2020/2021 Audit on Monday and Tuesday last week. They will be continuing to work on it this week. The audit is being conducted virtually, and they send an email when they have questions or need any documents. We are currently working on handling the library's fixed assets, which is something new we are keeping track of this year. We are working with Freed Maxick on how to set this up in our records. Someone from Freed Maxick reached out to D. Schwert in an email about the audit, and requesting to attend a Board Meeting to discuss the outcome. D. Schwert will respond on behalf of the Board of Trustees and invite them to the June meeting.

Audits: K. Mostyn contacted two local CPAs to inquire about conducting our audits moving forward: Rousch and Zelazny. Neither of them work on these types of audits. K. Mostyn reached out to five other firms, recommended by Tom Bindeman, and two of the firms responded. The first gave a quote of \$15,000. Kristie Beach responded with a quote of \$6,000. The last time we had an audit with Freed Maxick, the cost was around \$3500. Kristie Beach is based in Rochester and could start our audit on September 15th. We would have the results back by November 30th. The Board unanimously approved to schedule Kristie Beach on a motion by C. Kiebala and seconded by K. Boice.

214 North: The house at 214 North has been demolished. We have already paid the insurance on the house for the whole year, but at the end of the term it will come off of our plan. K. Mostyn will ask about a refund for the 3 months remaining since the house has been demolished. We do have liability coverage on all of the properties since we are using them for programming. Several items were removed from the house before demo to be reused, including doors, windows, cabinets, and bathroom vanities.

New Hire: Megan Blackburn left on March 22nd. We had over 25 applications for the open position and offered 5 interviews. Three applicants responded to set up interviews, and after the interviews we decided to hire Patricia Mumau. She had previously worked in this position but left to attend college. The job was offered to her with a starting pay of \$13.20 an hour, which will increase to \$13.35 after a 3 month probation. The hours will be 20/27 per week. The Board unanimously agreed to appoint Patricia Mumau to the position on a motion by D. Schwert and seconded by S. O'Dea.

Trustee Webinar: At the most recent Trustee webinar on the topic of insurance, the presenter recommended that all libraries should make sure they have Cybersecurity and Umbrella coverage. Lee-Whedon does not currently have either of these in our insurance coverage. To add Cybersecurity to our plan, the cost would be \$420 per year. D. Schwert moved to purchase Cybersecurity for the library. The motion was seconded by C. Kiebala and approved by all. The Umbrella coverage would be an additional \$1 million liability coverage on top of what we already have. The cost annually to add this would be \$1,055. K. Mostyn will talk to Charlie Slack about Umbrella coverage to get more information before making a decision on adding it to our plan.

Cobblestone Request: The Cobblestone Museum is applying for funding from Chris Jacobs in order to build a new Visitor Center for Orleans County. They are requesting \$350,000 for the project and are reaching out to us to ask for a letter of support for the project. K. Mostyn will write the letter of support.

Statistics:

Our monthly statistics for March were an attendance of 4,272, computer use of 299, circulation of 4,607, Overdrive downloads of 162, and Hoopla downloads of 318.

Programs:

Spring Break programs will be starting this week for school age children and teens on Tuesday, Wednesday, and Thursday. Children's programs will include Franken-Toys, Magic Magnets, and a Humpty Dumpty Egg Drop. There will be 2 sessions of each offered, one at 11 a.m. and one at 2 p.m. Teen programs will include Screen Printing, Fairy Houses, and Clay Crafts.

Other:

Architects: K. Mostyn looked into architecture firms in Buffalo who have previously done library work. There are no companies that she could find who have done any recent library building projects, only renovations. The firm that worked on Hoag library is King & King, and they are located in Syracuse.

Landscaping: K. Mostyn will contact J & L Landscaping about leveling the property next door now that the house has been demolished so that it is smooth for programs and mowing.

GLOW Funding: D. Schwert asked about the GLOW funding that we normally apply for to fund Finally Fridays because the recipients were recently announced. K. Mostyn did apply for the funding, but they told her she should reapply in the fall due to the timing of Finally Fridays.

Policy Review:

Photography/Recording: The Photography and Recording Policies for staff and library visitors were presented to the Board for review. The Photography and Recording Policy by Library Staff was unanimously approved with amendment on a motion by S. O'Dea and seconded by C. Kiebala. The Photography and Recording Policy for library visitors was amended to include more concise wording. The new policy was unanimously adopted on a motion by C. Kiebala and seconded by K. Boice.

Fixed Asset Capitalization Policy: This is a new policy that is required for our audit now that we are including our fixed assets. This is for any initial acquisition that cost more than \$2,500 with a lifetime of at least one year. This policy was unanimously adopted on a motion by D. Schwert and seconded by K. Boice.

Other Business:

I. Mark mentioned a company in Buffalo that makes room purifiers. Buffalo schools just purchased some for use in their classrooms, and it might be something we should consider for the library, especially the back workroom that is a more confined space. They could help to prevent the spread of illness. The room purifiers are from Austin Air. K. Mostyn said she would look into the price.

Meeting was adjourned at 5:23 p.m. on a motion by D. Schwert, seconded by I. Mark, and approved by all.

The next regular Board Meeting is May 9, 2022 at 6:00 p.m.

The Annual Meeting is May 9, 2022 at 7:00 p.m.

Respectfully submitted

S. Covis 4/13/2022