

Lee-Whedon Memorial Library

Board Meeting April 12, 2021

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

Absent: B. Conners

The Open Hearing was held. No one was in attendance. A Zoom link to the meeting was posted on the library's website for anyone who wished to join.

K. Mostyn called the meeting to order at 4:03 p.m.

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

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

Financial Reports were distributed for the month of March:

- March Drawer Deposit \$8,981.95 (Fines: \$28.49, Fax \$195, Notary \$21, Memorials \$1,200, Copies \$611.30, Re-Reg \$7, Donations: \$5,136).
- Non-Drawer:
 - Square automatic deposit: \$465.41
 - Solar PILOT: \$1,053.15
- Transaction: \$-4,945.36, Aging: \$17,180.18
- C. Kiebala made a motion to pay the bills and was seconded by S. O'Dea. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by S. O'Dea and seconded by C. Kiebala.

Our monthly statistics for March were an attendance of 3,539, circulation of 4,207, computer use of 185, Overdrive downloads of 162, Zinio downloads of 39, and Hoopla downloads of 296.

Nioga:

The Annual Dinner will be held on Thursday, September 2 at Krull Park in Olcott. There will be no basket raffle. The dinner will be held outside to allow for social distancing.

The NYS budget has passed. It will be approximately the same as the 2019 level. The budget will be restoring the construction grant to \$34 million. A Digital Inclusion grant has been added as well as \$23 million for targeted aid.

Lee-Whedon:

Carpets: J & D Flooring will be coming on Tuesday, April 13 to replace the carpet tiles where the sewer flooding occurred. We have plenty of carpet tiles, so we will not have to purchase any. They estimate it will cost around \$200.

Landscape Bids: K. Mostyn solicited 3 bids for a spring cleanup of the 218 North Ave property. Only J & L Lawncare submitted a quote. The estimated cost is \$3322. They would level the property, add topsoil and grass seed, remove unwanted trees and trim the remaining tree, clean up the property, and take down the fence. This is all to help prepare the property to be used for summer programming. The Board unanimously approved accepting the bid by J & L Lawncare on a motion by S. O'Dea and seconded by C. Kiebala.

Three bids were also solicited for routine mowing of both the library property and 218 North Ave. Both Houseman and Mark Stornelli submitted bids. Houseman did the mowing last year. His quote is \$20 a cut with 26 cuts a year. Stornelli currently plows snow for the library during the winter. His quote is \$60 a visit, and he will do spring and fall

cleanups. The Board unanimously approved accepting the bid from Stornelli on a motion by C. Kiebala and seconded by D. Schwert.

The library has accepted a new contract with Michael Klepp for the gardens. He has already put in the first round of mulch and weed killer, and he has installed most of the flower identification signs.

Staff Appreciation: The staff would like to thank the Board for their kindness, understanding, and flexibility during the ongoing pandemic. Everyone is thankful that we have continued to be paid even while the library was closed and while quarantining. About 7 staff members on staff have already been vaccinated for Covid or have an appointment.

MAP Flower Sponsorship: The Medina Area Partnership is putting flower pots out on Main Street. They are asking if anyone would like to sponsor a flower pot. A sign would be placed in the pot, recognizing the sponsor. The library will be sponsoring one, and the cost is \$50.

Office for the Aging Newsletter: The Office for the Aging distributes a newsletter; it is online and in print. Lee-Whedon was featured as the library of the month for April, and their newsletter included a piece about programs and services at the library.

Legislature Packets: Sharon sent out packets to the members of the legislature last month. The packets include our annual report and information about our circulation and programs. We will be sending these packets twice a year.

Annual Report Insert: An 8 ½ by 11 insert was distributed with the Pennysaver with information about the databases and services the library provides, as well as information from our annual report. The mailing was sent to residents of Medina and Knowlesville. This cost about \$376. Since the hotspots were featured in the mailing, the Community Connect grant sponsored by ALA and Capital One paid for the advertising.

214 North Ave: The owner of the property next door to the library will be meeting with K. Mostyn tomorrow to discuss the sale of the property. The 2020 assessed value of the house is \$55,900. The market value on Zillow is \$86,000. No final agreement will be made at this meeting. The Board unanimously approved accepting a price of \$75,000 or less. Anything higher will require further Board approval. This passed on a motion made by S. O'Dea and seconded by C. Kiebala.

Handbook Review-Final Section: The employee handbook was reviewed from the section on sick leave to the end. Short Term Disability Insurance is a new section. The library is exempt. Standards of Conduct is a new section detailing expectations for staff behavior while working, whether on-site or off-site. An incident report for any violations will be added to this policy. Social Media, Time Clock, and Staff Meeting sections are all new. The section on suspensions has been modified to state that it is a temporary suspension, and further incidences will be grounds for dismissal. The section on Workers' Compensation has been expanded to include more details. There are no other changes. The handbook was unanimously approved with the change on a motion made by I. Mark and seconded by C. Kiebala. The handbook will not need to be reviewed again for 5 years.

Policy Review: There are three policies that are up for review: Borrowing/Circulation, Conflict of Interest, and Investment. These were all approved with no further changes.

Programs: We are now offering all of our programs in-house. Kelsie will be starting in-house storytimes on Tuesday. The programs are full. Kelsie offered 3 programs for children and S. Covis offered 3 for teens during the school's spring break. All of the programs were well attended. The kids enjoyed them, and everyone was okay with wearing masks.

GoART has approved the grant for Finally Fridays, so there will be concerts for 2022. K. Mostyn already has one band booked.

Summer planning is in the works. The kick-off event will be on July 1st. We are hoping to make use of the outdoor space for programming this year.

Other: S. O'Dea has submitted his petition for reelection to the Board. He is the only one who has submitted a petition.

Meeting was adjourned at 5:03 p.m. on a motion by D. Schwert and seconded by I. Mark and approved by all.

The next Regular Board Meeting is May 10, 2021 at 6:00 p.m.

The Annual Meeting is May 10, 2021 at 7:00 p.m.

Respectfully submitted

S. Covis 4/13/2021