

## **Lee-Whedon Memorial Library**

### **Board Meeting April 15, 2024**

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 by D. Schwert and seconded by K. Boice.

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

Financial Reports were distributed for the month of March.

- Deposit: \$2,293.41
- Transaction: (\$1,280.59), Aging: \$15,358.44
- S. O'Dea made a motion to pay the bills and was seconded by I. Mark. The motion passed unanimously.
- The National Grid and NYSEG bills arrived after the Board materials were prepared. C. Kiebala made a motion to pay those bills and was seconded by K. Boice. The motion passed unanimously.

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

##### **NIOGA:**

**Annual Dinner:** The Annual Dinner will be held on Thursday, May 23 in North Tonawanda. We need to RSVP by May 10, so Trustees should let K. Mostyn know by the end of the month if they plan to attend.

##### **Lee-Whedon:**

**GO Art Awards:** K. Mostyn will going to Hoag Library for the GO Art awards ceremony. She won two awards this year: one for Finally Fridays and one to sponsor an artist who will be offering art programs at the library over the summer.

**Community Foundation Grant:** K. Mostyn applied for the Community Foundation Ralph Wilson Jr. Grant to replace the front doors. Unfortunately, we were denied that grant, but we can try again another time.

**Annual Report:** K. Mostyn distributed the completed Annual Report to all Trustees to review. S. O'Dea made a motion to accept the annual report. The motion was seconded by D. Schwert and approved by all.

**Trustee Petitions:** Only one Trustee petition was turned in. K. Boice will be running uncontested at the Annual Meeting in May.

**Utica National Claim:** We received \$1,250 from our insurance for replacing the carpets after the bathroom flooding incidents.

**FFRPL:** We received the check from the Friends and Foundation of the Rochester Public library fund to supplement our book budget. This year we received \$6,338.58. This is three times the amount received last year.

**FOIA:** We received four FOIA requests on Friday, requesting staff contact information and three years of financial information and a vendor list. K. Mostyn rejected the request for the staff information and sent a quote for the fee for gathering that information. They have not responded yet.

**Statistics:** Our monthly statistics for March were an attendance of 4,532, circulation of 4,464, computer use of 440, Hoopla downloads of 402, and Libby downloads of 311.

### **Programs:**

The Solar Eclipse Party was successful. We still had about 40 people attend, even with the cloudy weather, and everyone had a good time at the event! The History Group also finished up last week. Our topic this year was the Erie Canal. Everyone enjoyed the program and the books. We are voting on next year's topic now.

Upcoming programs:

- Storytimes for children are starting up this week and will run through the beginning of June.
- For HomeCool on May 8, Julie Berry will be visiting to talk to the kids about the process for writing and publishing books.
- Saturday, May 11, will be a craft day for kids. They will be making their own custom license plates for their bikes/scooters.
- After School Club for teens on May 22 will be a String Art craft.
- Sara from NIOGA will be teaching a tech class on Windows 11 on April 23 and a class on Internet Safety on May 17.
- Someone from the Medina hospital will be coming on April 17 and May 15 to give a presentation. They will see what the reception is like and discuss future topics with K. Mostyn when they come in April.
- The Orleans County Health Department has also been here on Wednesdays with a Diabetes Prevention program. They have had really great attendance for those programs.
- LifeSpan will be presenting on Financial Wellness on May 21. The program will provide information on budgeting and avoiding scams.

### **Community:**

The library will be participating in MAP's Murder Mystery day again this year. It will be on May 4, and the time period is the early 1900s. We will also be walking in the Memorial Day Parade again this year.

### **Policies:**

**By-Laws:** The By-Laws were reviewed and approved with changes on a motion by C. Kiebala, seconded by S. O'Dea, and approved by all.

**Code of Conduct:** The Code of Conduct was reviewed by the Board and a few changes were made. A revised copy will be available to approve at the next meeting.

**Health and Safety:** The Health and Safety policy requires updates, so it will be tabled for now and will be reviewed at the next Board meeting.

### **Expansion:**

We are waiting on a new contract from Passero before making any decisions and moving on to the next step. C. Kiebala has a phone call scheduled with the school to get an estimate of how a bond would affect each individual's tax rates.

**Trustee Handbook Review:**

Before the meeting, everyone read pages 40-60 of the new Trustee Handbook. These pages were discussed to make sure no one had any questions. Everyone should read pages 61-75 for the June meeting.

**Other:**

We should start collecting MSDS papers for cleaning supplies that we have at the library. From now on when we order something, we will also ask for the MSDS for that product.

The meeting was adjourned at 5:10 p.m. on a motion by K. Boice, seconded by D. Schwert and approved by all.

**The next regular Board Meeting is May 13, 2024 at 6:00 p.m.**

**The Annual Meeting is May 13, 2024 at 7:00 p.m.**

**Respectfully submitted**

**S. Covis 4/16/2024**