

Lee-Whedon Memorial Library

Board Meeting April 8

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

The Open Hearing was held.

C. Cooper called the meeting to order at 4:00 p.m.

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

The March minutes as amended were unanimously approved on a motion made by B. Conners and seconded by I. Mark.

Financial Reports were distributed for the month of March:

- March Deposit \$1,053.16 (Fines \$452.55, Fax \$292, Notary \$24, Lost \$86.91, Memorials \$70, Programs \$33)
 - Square automatic deposit: Fax \$7.59 and Fines \$96.59
 - Total cash & credit deposits: Fax \$299.59 and Fines \$549.14
 - Checks deposited \$23,150 (PILOT, Rundel, NIOGA, and Utica National)
- Aging: \$9,901.66, Transactions: \$1,504.54
 - All trustees present read and initialed the reports
- Received \$500 from NIOGA: \$200 Family Literacy Grant and \$300 Summer Reading Grant
- Five Star CD \$61,578 matured and was transferred to Premier Checking until July at .25% interest
- C. Cooper received \$6,225 from a WNYLRC RDRB grant for microfilm digitization
- S. O'Dea made a motion to pay the bills and seconded by D. Schwert. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by C. Kiebala and seconded by I. Mark.
- C. Cooper distributed the proposed budget for 2019-2020. It was unanimously approved on a motion by S. O'Dea and seconded by I. Mark.

Our monthly statistics for March were an attendance of 6,104, circulation of 6,465, computer use of 477, Overdrive downloads of 108, Zinio downloads of 39, and Hoopla downloads of 273.

C. Cooper and C. Kiebala attended NIOGA's workshop on "How to run an effective Board Meeting". C. Cooper distributed copies of the information provided at the meeting for all trustees to read.

- C. Kiebala felt we were in good shape for how our meetings are run and the minutes recorded. She noted that Roberts Rules of Order were really intended for Congressional sized meetings and not small boards such as ours. She felt the workshop was very helpful and informative. The presenter stated that everyone should have and read the new Trustee Handbook and commended those that did.
- C. Cooper does post notices of the meetings in the Daily News and on the premises. It is also posted on our website calendar. She also stressed that the board must be vigilant with going into executive session for the correct reasons such as litigation, criminal investigation, or the medical, financial, or employment history of an employee leading to appointment, promotion, discipline, or dismissal. The Board should not make any motions while in executive session; if a motion is made while in executive session, minutes need to be taken and posted. Also we need to note when the Board enters and exits executive session in the regular Board minutes. C. Cooper also noted that anything discussed in executive session cannot be discussed outside of that session at the risk of being removed from the board. When appointing new hires, the minutes need to reflect the name, job title, wage, probationary period, and start date.

The NIOGA Annual Dinner is Wednesday, May 22 at the Quality Inn in Batavia. The raffle this year will benefit the Barker Library. C. Cooper is in contact with the FOL to donate towards the Barker Library fund.

The State Budget has passed. Libraries lost \$20 million in Construction Grant funding. NIOGA is concerned because there was no increase in money for Library Systems, NIOGA anticipates a \$30-40,000 deficit this year.

The Annual Vote is May 14th. Belinda Conners term is expiring this year. She is acquiring the necessary signatures to run again.

A letter to the Railroad Museum was signed by the Board. The letter was in regards to the meeting held with C. Cooper, K. Mostyn, and S. Kleinhans last month.

Lawn care bids were received from 2 of the 3 companies solicited. A motion was made by I. Mark to accept the bid from Houseman and was seconded by C. Kiebala. It passed unanimously.

The new lobby smoke detector has been installed by U & S Services.

NIOGA made a suggestion that libraries purchase a fireproof filing cabinet to store important documents in, should another library have a fire. The board heartily agreed and asked C. Cooper if she could include that with the other fireproof furniture in our next Construction Grant.

C. Cooper will be tasking a staff member with scanning in all the old Board Minutes so that we can put them in our cloud storage. She will see if we can borrow a large format scanner from NIOGA.

Lt. Draper's Active Shooter training was held on April 4th. It was very good and though provoking. Several of his suggestions have already been implemented and more will be discussed at our next staff meeting after staff have time to think through the information provided. Some suggestions included installing a crash bar on the workroom exterior door, pepper spray at the desk, fire extinguisher at the desk, door stops, locking doors and propping them open, etc.

The mail box from the NIOGA letter writing contest won, NIOGA sent us a check for \$50.

C. Cooper has the Fantastic Voyage binder. This is a system wide program organized by NIOGA, which allows patrons to borrow entry tickets to local museums and historical societies.

C. Cooper and BettySue Miller from Hoag spoke at the Busy Buddies meeting in Lyndonville. They shared information about all the materials and resources our libraries offer. C. Cooper was then asked to do a similar presentation for the residents at Lakewood Village.

Several staff members and Trustees visited the newly renovated Medina High School Library. We liked the furniture and Chromebooks. We spoke with one of the students in the library about her thoughts. She likes the Chromebooks, fireplace and high top table and chairs. Staff members mentioned that they still preferred the laptops because they were easier to print from and had larger screens. Mrs. Gray told us that the upcoming eighth graders would be the first grade coming through with everything on their tablets and Google Drive. C. Kiebala felt that as we need to replace the patron computers, perhaps we should look into purchasing Chromebooks.

C. Cooper and S. Kleinhans will be attending the OSC audit workshop in Boston tomorrow. K. Mostyn is unable to attend. She will be in Albany for another Leadership and Management Academy course, Strategic Planning.

All trustees read pages 81 - end of the handbook for discussion.

- The Treasurer's responsibilities and who can be the treasurer are still confusing.

Programs:

- The next MHS is about D-Day.
- History Discussion Series' is ongoing.
- BTOP computer classes for April are Microsoft Publisher and PowerPoint.
- S. McAllister continues to offer weekly and monthly programming for children.

The Board meeting was adjourned at 5:02 p.m. on a motion by B. Conners and seconded by C. Kiebala. The motion passed unanimously.

The next Regular Board Meeting is May 13 at 6:00 p.m.

Annual Meeting is May 13 at 7:00 p.m.

K. Mostyn