

Lee-Whedon Memorial Library

Board Meeting August 10, 2020

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

Excused: B. Conners

The Open Hearing was held. No one was in attendance.

K. Mostyn called the meeting to order at 4:04 p.m.

Executive Session was called to discuss legal matters at 4:04 p.m. on a motion made by D. Schwert and seconded by C. Kiebala. The motion passed unanimously. At 4:30 p.m., S. O'Dea made a motion to adjourn Executive Session and was seconded by C. Kiebala. The motion passed unanimously.

The letter from attorney Stephanie "Cole" Adams to Kenneth Ortiz was approved unanimously on a motion by C. Kiebala and seconded by I. Mark.

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

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

Financial Reports were distributed for the month of July:

- July Drawer Deposit \$2,935.18 (Fines \$114.49, Fax \$158, Notary \$35, Lost \$91.97, Memorials \$650, Gift \$60)
 - Non-Drawer: Square automatic deposit: \$70.97, Paypal: \$50
- Received last 10% of 2019 Construction Grant, \$2,592.
- Utica Dividend 10% received, \$278.50
- Aging: \$10,504.60, Transactions: \$-8,364.35
 - All trustees in attendance read and initialed the reports
- The tax rate has changed due to agricultural rollback. The solar farm will not need to pay taxes, so our tax levy will be approximately \$632.66 less than anticipated. The County Clerk's office will now be collecting the school tax instead of the school district. K. Mostyn has emailed County Clerk's office about PILOT from the solar farm but has not heard back yet.
- S. O'Dea made a motion to pay the bills and was seconded by C. Kiebala. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved with the change on a motion made by I. Mark and seconded by C. Kiebala.

Our monthly statistics for July were an attendance of 10,969 plus 16 curbside pickups, circulation of 2,870, computer use of 104, Overdrive downloads of 176, Zinio downloads of 313, and Hoopla downloads of 263. Our numbers are still down but are slowly increasing to normal. We currently have only two computers available for patron use.

Nioga:

K. Mostyn attended the Director's Meeting on July 22. Nioga has not yet heard what percent of state funding will be cut. Tom Bindeman estimates it will be 20-30%. If it is 20%, Nioga will have \$205,000 less in their budget. They have not yet received any state aid. I. Mark asked if this will affect the Construction Grant money. K. Mostyn does not believe it will as that money was already approved in the State's budget for last year.

The cost for Hoopla continues to increase. LAA currently covers that cost for Nioga member libraries, but the cost will shift to member libraries beginning in January 2021. Our costs for 2019 added up to \$6,598, and we are currently at \$3,155 for 2020 from January to July. We estimate the cost to be slightly higher than 2019, and we will absorb that cost into our book budget.

Nioga is purging inactive cards. Any cards that have been inactive since 2014 will be deleted. If these patrons would like to use library services, they will need to get a new card.

Nioga will continue to pay NYLA memberships this year, but member libraries will have to cover those costs next year if they wish to continue.

Lee-Whedon:

HVAC Update: We had 14 construction groups interested in entering bids for the construction project. They were required to attend a mandatory walkthrough, which was conducted on August 5 and led by Paul Kenna from Pres. We rented a storage unit at Lakeshore Villages to store materials from the boiler room during the construction. The cost was \$195 for three months. The owners gave us one month free and did not require a security deposit. John from Sienna Environmental came to conduct an asbestos testing of the boiler room. We expect to hear back next week.

The total cost for the project will be \$277,561. \$207,795 will be covered by the Construction Grant. The library's portion will be \$69,265. The library will have to pay the cost up front, and we will be reimbursed by the Construction Grant.

All bids for the project are due August 20. At 1:00 p.m. Paul Kenna will open the bids. Paul will choose the lowest reasonable bid after making sure the company understands all requirements of the project. The Board is invited to attend. There will be a special meeting of the Board on August 26 at 4:00 p.m. to sign the contract.

Camera Quotes: We have received quotes from two companies for updating our current camera system. DSS is our current camera company. They did not inform us that our licenses had expired or that one of our cameras had stopped functioning, so we are looking to replace them. The cost proposed by DSS to replace one camera, renew our software, and offer annual support of existing IP video system is \$4,890.78. This does not include the cost of adding a new camera in the entryway.

U&S Services currently provides our fire suppression and intrusion alarm system and maintains the HVAC controls. The proposed cost from U&S is significantly higher than DSS because they would require us to purchase a new server to be compatible with their software. The proposed cost is \$16,800 to replace the server, replace the camera in the parking lot, and add a new camera in the entryway. We have had nothing but good service from U&S in the past.

K. Mostyn will apply for 2021 Construction Grant to cover costs for replacing camera system. We are unsure how much money will be available for the Construction Grant next year. The grant proposal will need to be submitted by Friday, August 14.

The decision to transfer our security camera system to U&S was unanimously approved on a motion made by S. O'Dea and seconded by C. Kiebala.

4H Display: Since the 4-H Fair was cancelled this year, the 4-H group displayed their work at various community locations, including the library. The display was up for one week, including during the book sale, which was well attended, so many people were able to view the display.

Book Sale: The first book sale on Friday August 7 was well attended. We made \$154.50 that day. We will leave the books up for a couple of more days then take them down to prepare to put out new books next Friday. The sale was held inside the building. We are not accepting any new donations until September.

Garden Signs: K. Mostyn showed a sample of metal signs to be placed outside of the library identifying the plants and flowers. The signs would be 12 inches wide and 6 inches tall and would include the Latin and common names of the plants. The cost would be \$40 per sign, and Michael Klepp estimates we would need 20-25. It was decided the signs would be too big. K. Mostyn will ask about making the signs smaller. It is suggested we choose just ten flowers at first to make signs for. D. Schwert suggests asking Takeform in Medina about making the signs in plastic instead.

Fines/Faxing: We are currently leaving returns in the foyer to quarantine for three days before checking them in. They are still accruing fines while they are in the foyer. K. Mostyn proposes we remove fines on all items. D. Schwert suggests suspending all fines until July 1, 2021 and all agree. This will only apply to fines on Medina items.

We are the only location in Medina that provides a fax service. Staff are becoming nervous about handling papers being faxed due to the Covid-19 virus. K. Mostyn proposes we set up faxing capabilities on the patron copier to make faxing self-service and limit close contact between patrons and staff. We would still charge a dollar a page and provide instructions on use for patrons. We are already disinfecting copiers after use. All agree to allow K. Mostyn contact Duplicating Consultants to make this change.

New Hire: Megan Blackburn was selected for the available Library Clerk position. She is starting her second week of training. The Board unanimously approved the hire of Megan Blackburn on a motion made by S. O'Dea and seconded by C. Kiebala.

Patricia Mumau has given her notice and will be leaving on August 26. We will have a new hire to approve at next month's meeting.

Employee Handbook: Discussion of the new employee handbook will be moved to next month's meeting.

Programs:

- In-house children's programs have ended for the summer. There is a Story Walk set up outside of the library for children. Pages of a book were put on signs and set up around the library. The Story Walk was developed by the Grigg-Lewis interns this summer.
- Teen and Adult virtual reading challenges will continue throughout August on Beanstack.
- We will be having a Homeschool/ Virtual Learning workshop on August 13. The workshop will be run by Mr. and Mrs. Damey who will offer tips on homeschooling and virtual learning, advice on finding curriculum resources, and discuss various resources that can be found at the library. Parents will have to notify the school on August 14 with their decision on whether they will send their children to school or keep them at home. We will distribute packets on resources we have at the library for homeschooling. We will also make resources on handling the Covid virus with children available.

Other: C. Kiebala asked about having a Teen Advisory Board at the library. We do not currently have one in place. K. Mostyn had suggested it previously as an option, but there was no interest at the time. We can try again and potentially offer it as a community service option for students.

Meeting was adjourned at 5:45 p.m. on a motion by S. O'Dea and seconded by I. Mark and approved by all.

The next Regular Board Meeting is September 14 at 4:00 p.m.

Respectfully submitted

S. Covis 8/11/2020