

**Lee-Whedon Memorial Library  
Board Meeting August 12, 2019**

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

Unexcused: B. Conners

The Open Hearing was held.

David Sevenski attended as the MCSD liaison.

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

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

The July minutes were unanimously approved on a motion made by D. Schwert and seconded by I. Mark.

Financial Reports were distributed for the month of July:

- July Deposit \$1175.59 (Fines \$413.95, Fax \$309, Notary \$19, Lost \$89.99, Memorials \$120, Donation \$126)
  - Square automatic deposit: Fax \$38.62 and Fines \$111.33
  - Total cash & credit deposits: Fax \$347.62 and Fines \$525.28
  - Checks deposited: \$25 Rundel, \$10,516 Construction Grant, \$912 copier
  - Aging: \$6695.25, Transactions: \$-14346.94
  - All trustees present read and initialed the reports
- Received the remaining 10% of 2018 Construction Grant, \$10,516 and deposited in Capital Account. This consisted of the bathroom remodel, security cameras, and sidewalk.
- Received bill from NYS Retirement, \$38,786.46 due in December.
- Received approval of 2019 Construction Grant request for \$25,920. It will appear in a press release on August 14<sup>th</sup>. This consisted of the purchase of 218 North and the upgraded fire and intrusion systems.
- C. Kiebala 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 S. O'Dea and seconded by I. Mark.

Our monthly statistics for July were an attendance of 9,156, circulation of 6,318, computers of 447, Overdrive downloads of 122, Zinio downloads of 33, and Hoopla downloads of 292.

The new Board Treasurer began last week. She reviewed all our monthly financial transactions. S. Kleinhans created a checklist for her to fill out and sign each month. This will be included in the financials distributed at each board meeting.

C. Cooper updated the By-Laws to show the change of an independent Board Treasurer. D. Schwert suggested including verbiage stating that this is a monthly duty and to clarify what her duties are. C. Cooper will change the By-Laws to reflect this and present them next month for approval.

The parking lot was sealed and striped.

218 North had the asbestos abated and a 3<sup>rd</sup> party inspected the property to ensure all asbestos was removed. The abatement bill was received for \$11,756 and the 3<sup>rd</sup> party inspection was \$575. They will be paid out of the Capital Fund. C. Kiebala made a motion to pay these additional bills and was seconded by D. Schwert. The motion passed unanimously.

C. Cooper solicited 4 bids for the demolition of 218 North. She received 2 bids in response. Art Hill gave a quote of \$7,500 and Durable Demo gave a quote of \$12,500. D. Schwert made a motion to accept Art Hill's bid pending proof of insurance at the level suggested by Charlie Slack. The motion was seconded by S. O'Dea and passed unanimously.

The proposal for the HVAC replacement was distributed and reviewed. The total cost they estimate is \$150,000-170,000. Pres' fee for preparing and reviewing bids plus being project manager for the replacement is \$18,000. C. Kiebala made a motion to accept the proposal and move forward with the HVAC replacement. The motion was seconded by S. O'Dea and unanimously approved.

The 2020 Construction Grant is due August 16<sup>th</sup>. It appears that we are eligible for 75% of the project cost for the HVAC replacement, demo of 218 North, and asbestos abatement. I. Mark made a motion to apply for the grant and was seconded by D. Schwert. The motion passed unanimously.

According to the June 18th MCSD board minutes, the PILOT funds for the Allis Solar and Beals Solar farms are moving forward. The school district will be delineating the library's portion of all PILOTs from now on. They anticipate the PILOTs will begin with the 2021 school year.

The Kindergarten initiative has been very interesting to watch. The teachers were of a very high caliber and engaged the students every week. The library was thrilled to partner with the school district for this program and looks forward to doing it again next year.

The Friends of the Library had their annual meeting. They gave over \$4,000 to the library this past year. They funded numerous programs including Finally Fridays! performances and the History Discussion Series. They also gave money for the Barker Library, NIOGA Annual Dinner basket, and the new library sign hanging on West Ave.

The book drop is continuing to set off the security alarm. C. Cooper and K. Mostyn met with a tech from U&S to discuss it. We have placed numerous carpet tiles inside the drop and placed several felt circles on the door. The alarm is set off by vibration and noise so we are trying to muffle the book drop.

C. Kiebala enquired about Dave Riviere, Houseman Landscaping, and Michael Klepp. They are all doing a good job and we anticipate they will continue next year.

Representatives from WNYLRC came to the library to take a photo with C. Cooper because she received the RBDB grant for digitizing our microfilm. Tom Bindeman from NIOGA was also in the photo.

Other Business:

C. Kiebala enquired about NIOGA offering museum passes. C. Cooper explained the Fantastic Voyages program. D. Schwert suggested visiting the George Eastman House.

Nothing new to report on 214 North Ave.

I. Mark asked about the BECPL going viral on Instagram. C. Cooper stated it was wonderful exposure for them.

C. Kiebala mentioned she read that Facebook has started to acquire newspapers to write for them, ensuring the news is correctly reported on FB. She wasn't positive of the details.

Programs:

- Summer reading programs have wrapped up. A few contests are running until the end of the month. It was a great summer filled with rockets, space, robots, and coding.
- September 21<sup>st</sup> we have an author visit, Deanna Cameron. Deanna's mother, Joy, works as a desk clerk at the library. This is her debut novel, *What Happened That Night*, published by Penguin Random House.

The Board meeting was adjourned at 4:40 p.m. on a motion by C. Kiebala and seconded by S. O'Dea. The motion passed unanimously.

**The next Regular Board Meeting is September 9 at 4:00 p.m.**

**Respectfully submitted**

**K. Mostyn 8/13/2019**