

**Lee-Whedon Memorial Library
Board Meeting August 13, 2018**

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 4:02 p.m.

The Reorganizational Meeting was held.

- S. O'Dea nominated I. Mark for President and was seconded by C. Kiebala. The nomination passed unanimously. D. Schwert nominated C. Kiebala for Vice President/Treasurer and was seconded by S. O'Dea. The nomination passed unanimously. The Library's official bank is the Bank of Castile, the official newspaper is the Batavia Daily News, and the official law firm is Webster, Schubel, and Meier. I. Mark made a motion to keep our bank, newspaper, and law firm the same. The motion was seconded by B. Conners and passed unanimously.
- I. Mark suggested that we institute term limits for the President and Vice President/Treasurer. She suggested that each officer serve a two year term and can only hold the office twice. She felt that this provides each Trustee the opportunity to serve if they choose. The Board will discuss it further.

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

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

The Special Meeting Minutes were unanimously approved on a motion made by S. O'Dea and seconded by B. Conners.

Financial Reports were distributed for the month of July:

- August 2nd Deposit \$1,068.24 (Re-Reg \$42, Memorials \$90, Fines \$449.68, Fax \$300, Notary \$19, Lost \$70.41, Damaged \$34, Rundel \$5)
 - Square automatic Deposit: Fax \$6.81, Fines \$96.31
 - Total cash & credit deposits for Fax \$306.81 and Fines \$545.99
- Aging: \$11,345.71, Transactions: \$-5,654.73
 - All trustees present read and initialed the reports
- B. Conners made a motion to pay the bills and it was seconded by S. O'Dea. The motion passed unanimously.
- C. Cooper distributed the proposal from U&S regarding our fire and intrusion system. The equipment and installation will cost \$8,960. A motion was made by D. Schwert to accept this proposal and move forward with the work and was seconded by S. O'Dea. The motion passed unanimously. Additionally, we have the option for monitoring services at a yearly cost of \$580. A motion was made to approve the monitoring services by S. O'Dea and seconded by C. Kiebala. The motion passed unanimously.
- The closing for the property at 218 North Ave was tentatively set for August 14th. C. Cooper contacted the seller but has not heard back. We anticipate closing soon but probably not tomorrow.
- We were notified that we would be receiving \$105,154 from the 2017/2018 Construction grant. The money should be forthcoming.
- C. Cooper is applying for a Construction grant for this year. It will include the cost of the purchase of 218 North and the fire/intrusion system upgrade. The Board needs to authenticate the application. A motion was made by C. Kiebala and seconded by I. Mark to authenticate the application and passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by C. Kiebala and seconded by I. Mark.

Our monthly statistics for July were an attendance of 8,529, circulation of 5,914, computer use of 540, Overdrive downloads of 139, Zinio downloads of 17, and Hoopla downloads of 211.

C. Cooper drafted a letter documenting our interest to send to Janice regarding 214 North. The board read and unanimously approved the letter on a motion by C. Kiebala and seconded by S. O'Dea.

The State Comptroller's Office is offering a training session on accounting best practices in October. S. Kleinhans would like to attend. S. O'Dea made a motion to approve her attendance and was seconded by D. Schwert. The motion passed unanimously.

Freed-Maxxick will be auditing our financials on October 4 & 5.

D. Schwert had previously requested that when we stripe the parking lot we add 2 additional handicap spaces. After discussion with the staff and looking at who uses the library the majority of the time, C. Cooper suggested that we only add 1 additional space. Legally we only need 1 and we really only need additional handicap spaces during the Finally Friday's season. D. Schwert made a motion to approve the addition of 1 more handicap space and was seconded by S. O'Dea. The motion passed unanimously.

C. Cooper is progressing with the new cash management procedures. The new online banking computer has been purchased.

C. Cooper distributed new polices for Board review about photographing patrons and the surveillance system. The Board will discuss at the next meeting.

C. Cooper was contacted by a prison in Iowa about digitizing our yearbooks. They digitized yearbooks for Lyndonville and Holley libraries among others. They sent prepaid shipping labels. We sent out yearbooks from 1950-1989.

A month ago multiple items were returned with *Cimex lectularius*. They were isolated and discarded from the collection. The items were billed to the users and C. Cooper contacted the Code Enforcement Officer and the Dept. of Health. She also called the patrons and sent them a letter stating the issue and that they cannot return to the building until an extermination letter is provided. Upholstered furniture will continue to be checked.

The FOL Book Sale is Friday, August 17th.

C. Cooper presented the FOL with updated by-laws, memorandum of understanding, and policies for perusal. They will meet again during the Book Sale for approval.

SESAC continues to periodically contact C. Cooper. I. Mark's son is an attorney and did some research into the issue. He found that we fall into a grey area. There is nothing that says we are exempt but there is also nothing that says we must pay it. He looked through the statutes and case law. The Board would like Andrew Meier to draft a letter to SESAC stating that we will not be paying them a yearly license fee since we are not mandated to do so.

I. Mark took her Oath of Office. Ethics/Confidentiality statements were distributed and signed by all trustees.

The Board meeting was adjourned at 5:24 p.m.

The next Regular Board Meeting is September 10th at 4:00 p.m.