

**Lee-Whedon Memorial Library  
Board Meeting August 14, 2023**

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 K. Boice and seconded by D. Schwert.

**Approval of Minutes:**

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

**Financial/Business Reports:**

Financial Reports were distributed for the month of July:

- Deposit: \$833.69
- Transaction: (\$4,708.58) Aging: \$16,240.40
- C. Kiebala made a motion to pay the bills and was seconded by K. Boice. The motion passed unanimously.

**Director's Report:**

**Nioga:**

**SAC/Director's Meeting:** K. Mostyn attended the first System Advisory Committee meeting since before COVID. The purpose of this meeting was to go over the rules and direction of the committee. Eventually, this committee will help to determine what the additional funding Niagara Falls receives will be spent on to benefit the entire system.

During the Director's meeting this month, the Director of Holley library told the group that she had been physically assaulted by a patron when she was unable to find what he was looking for. The patron resides in Holley and was arrested, but other libraries in the area should be cautious as the patron may start visiting other libraries now that he is unable to go to Holley.

**CE form:** There will be virtual Trustee training opportunities on October 18<sup>th</sup> and 25<sup>th</sup>. Trustees should make sure to give certificates of completion for any training session to C. Kiebala. In January, she will need to submit a Continuing Education form confirming that all Trustees have completed the required 2 hours of training.

**Lee-Whedon:**

**Pre-Authorization:** The Resolution to Pay Bills policy was read. This authorizes the library to pay certain recurring bills which are due to be paid before regular scheduled Board meetings. Prior Authorization was unanimously approved on a motion by C. Kiebala and seconded by S. O'Dea.

**Telephone upgrade:** We were having trouble with our fax machine. The machine was able to send faxes but could not receive them. When we had someone in to look at it, they said that a part would need to be replaced in the phone line. John Saville, who used to work on our phone system, had told us when he was last here that it was getting difficult to find parts for our phone system, and we would eventually need to upgrade the entire system. He has retired, but he gave us the name of a company for us to contact: Wiretek. They gave us a quote to upgrade our system. We could use money from our technology fund to pay for this rather than having it come out of the regular budget. D. Schwert made a motion to upgrade the phone system, using the technology fund. The motion was seconded by C. Kiebala and approved by all.

**Construction Grant update:** The Construction Grant will be due to NIOGA before the next Board meeting. K. Mostyn has been working on the numbers to decide how much to apply for. We have received two new floorplans from Passero and new estimates from Christa for the building project. One estimate would be \$7.4 million and the other \$7.2 million. The proposal of \$7.2 million was presented to the Steering Committee for the feasibility study and they believed this number would be attainable. They have set the fundraising goal to \$1.5 million. K. Mostyn is using the quote from the lower estimate and is only including the estimate for phase 1 in the grant application. The Construction Grant requires that the library pay 25% of the amount applied for, so the library applying must supply proof that they have that money, and the Board President must sign an assurance and approval for the grant. The Board approved to sign the assurance form on a motion by D. Schwert, seconded by C. Kiebala, and approved by all.

**REDC submitted:** K. Mostyn submitted an application for the Regional Economic Development grant. She applied for \$1.5 million. K. Mostyn met with the Finger Lakes representative for this grant. They do occasionally give money to public libraries.

**Medina NYF Grant:** The committee determining which projects to recommend for the New York Forward grant will be meeting on August 22<sup>nd</sup> to decide which projects will be moving to the next round. They have asked if we will lower what we are requesting to \$500,000. K. Mostyn said we would. K. Mostyn will be attending that meeting, so we should know soon if our application is moving to the next round or not.

**Front door issues:** The window in the front door was recently broken. We had the glass replaced by Twin City Glass. The cost was below our insurance deductible, so we did not make an insurance claim. The lock on the front door was also replaced. A piece inside the mechanism was broken, which was making it difficult to turn the lock. It has been replaced, and staff have been given new keys. The weather stripping in between the doors also needs to be replaced. We have not been able to find the correct material yet. The material that is currently in the door is too big and is preventing the door from closing completely on its own. That is also causing the automatic door button to not work correctly because it thinks the door is already open. We will continue to try to find the correct material.

**County letter:** K. Mostyn sent a letter to the county requesting the usual \$1 per capita of funding. Jack Welch says they plan to leave the funding the same in the budget, but it is still important to send the letter to remind representatives of the importance of the library to the community.

**Bike rack:** C. Kiebala arranged to have the FFA kids come to repaint our bike rack. They have finished and did a great job. We signed their community service paperwork for their work, and Cynthia is sending thank you cards from the Board.

**Statistics:** Our monthly statistics for July were an attendance of 4,012, circulation of 4,802, computer use of 519, Hoopla downloads of 362, and Libby downloads of 249.

**Programs:** We are entering the last week of the Summer Reading Program. Tuesday will be the last week of storytimes, Wednesday is the end of summer pizza party (pizzas will be donated by local pizzerias), Thursday there will be a make and take craft, and Friday will be the last summer movie. We will be showing Paddington 2. Overall, we have had very good attendance at the summer programs and great feedback from kids and parents. Everyone seems to be enjoying the summer programs.

The book sale will be starting this Friday, the 18<sup>th</sup>, and we will be switching out the books on Friday the 25<sup>th</sup>. The Friends of the Library have arranged to come help set up on Thursday and have scheduled volunteers to work the two Fridays of the sale.

### **Other:**

**C&H PC idea:** C&H PC is working to reach low income individuals and get computers into their hands. They were brainstorming ideas and thought the library might be interested in a referral program where we would let people borrowing our laptops and computers know about low cost options at C&H PC, or possibly holding a raffle here. K. Mostyn told them that she did not think that was something we would do, as the library avoids promoting businesses and bringing commercialization into the library, but said she would mention it to the Board. The Board agrees that the library is not the place for that type of promotion.

**Collection Development Policy:** K. Mostyn made adjustments to the Collection Development Policy based on feedback from the previous Board meeting. A few grammatical changes were made. K. Boice made a motion to approve the Collection Development Policy as amended. The motion was seconded by I. Mark and approved by all.

**Library Display Policy:** This is a new policy for the displays that we put up at the library. All displays must align with our library's mission. Staff will fill out a display approval form, explaining how the display fits with the mission and follows the guidelines of the policy. K. Mostyn will approve the displays and keep the form. That way, if there is a complaint about a display, K. Mostyn will have a record of the display and how it aligns with the policy. This policy was approved with a grammatical adjustment on a motion by D. Schwert. The motion was seconded by C. Kiebalá and approved by all.

### **Expansion**

**Christa Estimate/New floorplan:** K. Mostyn distributed two new floorplans for the proposed expansion and the corresponding cost estimates from Christa. One estimate would be \$7.4 million and the other \$7.2 million.

**Steering Committee:** The Steering Committee is working on finalizing a pamphlet that will be distributed to individuals Ann, from Ivy Partners, visits during the feasibility study. The pamphlet include information about the library, the building project, why the project is necessary, and frequently asked questions about the project. The committee is also working on the list of people that should receive a visit during the study.

The Steering Committee is looking for quotes from Board members and members of the community about the value and importance of the library. If Trustees can get quotes from anyone, they should pass them along to the committee.

### **Other Business**

The 990 has been submitted. K. Mostyn passed a copy around if any Trustees want to look it over.

Now that we are enrolled as a public entity at 5 Star Bank, we are eligible for CDs at a higher interest rate. We recently moved money from an old CD to a new one for a one year term with a 5% interest rate.

The meeting was adjourned at 5:11 p.m. on a motion by D. Schwert, seconded by I. Mark, and approved by all.

**The next regular Board Meeting is September 11, 2023 at 4:00 p.m.**

**Respectfully submitted**

**S. Covis 8/15/2023**