

Lee-Whedon Memorial Library

Board Meeting August 9, 2021

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

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

K. Mostyn called the meeting to order at 4:02 p.m.

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

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

Financial Reports were distributed for the month of July:

- July Drawer Deposit: \$737.09 (Fines: \$151.90, Fax \$184, Notary \$18, Copies \$104.50, Re-Reg \$26, Memorials: \$95, Donations: \$119, Lost Book: \$38.69).
- Non-Drawer:
 - Square automatic deposit: \$328.46
- NIOGA CARES Grant received (goes toward PPE we have purchased): \$681
- FFRPL books: \$68.40
- Transaction: \$-6,947.19, Aging: \$16,859.09
- C. Kiebala made a motion to pay the bills and was seconded by S. O'Dea. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by D. Schwert and seconded by S. O'Dea.

Our monthly statistics for July were an attendance of 12,073, circulation of 5,084, computer use of 280, Overdrive downloads of 130, and Hoopla downloads of 280.

Nioga:

Everyone has received the information about the Sexual Harassment training Nioga is offering via Zoom. The training will be on August 18. Board members will register if they plan to attend.

The invitations for the Annual Dinner have been received. Board members who will be attending have RSVP'd to K. Mostyn.

Lee-Whedon:

Policies Update: The Displays and Exhibits Policy was reviewed. Changes added: The library is not liable for damage or theft. Anyone displaying items will agree to the terms in the library policies. This policy was unanimously approved on a motion by D. Schwert and seconded by K. Boice.

The Public Relations Policy was reviewed. The photography line was changed to state that patrons must notify staff if they do not want to be photographed for publicity purposes, and we will not share surnames when posting photos. This policy was unanimously approved on a motion by S. O'Dea and seconded by C. Kiebala.

The Social Media Policy was reviewed. The only change was to add that staff who are using their personal accounts should remember they are not representing the library when posting or commenting, and they should be aware of their phrasing when doing so. This policy was unanimously approved on a motion by K. Boice and seconded by I. Mark.

The Reserve Funds Policy was reviewed. There were no changes. The policy was unanimously approved on a motion by C. Kiebala and seconded by I. Mark.

NYLA: NYLA's annual conference will return to an in-person event this year in Syracuse, and we would like to send Kelsie and Sam. This was approved on a motion by C. Kiebala, seconded by S. O'Dea, and approved by all.

Trees/Sidewalk: The Village will not cut down the trees that are damaging the sidewalks. K. Mostyn had contacted Vinny & Ron to replace the sidewalk, and they recommended we wait. If we are planning to do construction in the next few years, the sidewalk will get damaged, and we will be replacing it again. The trees will also continue to grow and damage the sidewalks. We might be able to build the sidewalk around the roots to avoid future damage. We will wait on the sidewalks for now.

MFD/MPD 214 North: The Fire Department's insurance will not allow them to do a controlled burn of the house next door, but the Police Department is very excited to use it for training. Lt. Draper has a key, and he will periodically take Phoenix, the K9, over for training. If they are doing anything bigger than that, they will let us know ahead of time.

Knoxbox: Our Knoxbox has arrived. U&S will come on Wednesday to install it. The Fire Dept. checked that their key works. The box will be alarmed.

Delta Variant: The CDC lists Orleans County as substantial risk of transmission, so we are requiring everyone to wear masks in the library again. We do have masks available if people need them, and we have put up signs informing patrons of this change. The information is also on our website and social media.

Programs: We had 34 programs in July, including the Kick-Off Event that around 500 people attended. The programs have all been well attended. There were craft programs, animal presenters, and STEM programs for children and teens. Kelsie will continue storytimes, crafts, and STEM programs through August.

Other: D. Schwert recommended that we purchase a copy of a book on library building design for every Board member. K. Mostyn has given him the book to read, and he has found it very informative.

The Asbestos inspection at 214 North is scheduled for Wednesday.

Meeting was adjourned at 4:51 p.m. on a motion by S. O'Dea and seconded by K. Boice and approved by all.

The next regular Board Meeting is September 13, 2021 at 4:00 p.m.

Respectfully submitted
S. Covis 8/10/2021