

Lee-Whedon Memorial Library
Board Meeting December 10

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 4:00 p.m.

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

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

Financial Reports were distributed for the month of November:

- November Deposit \$2,329.64 (Fines \$362.40, Fax \$323, Notary \$14, Lost \$51.49, Memorials \$1,230, Programs \$77)
 - Square automatic Deposit: Fax \$2.92, Fines \$45.90
 - Total cash & credit deposits for Fax \$325.92 and Fines \$408.30
 - Utica National refund \$165.84
 - NIOGA refund \$104 (internet access)
- Received first check from MCSD, \$264,709.50, deposited into BOC
 - Repaid the money that was borrowed from the computer reserve. We still need to repay the Capital account.
 - 2nd check was received today, December 10th
- Refunded \$1,091.41. Taxes for 219 North Ave were included in the closing cost but we also received a bill which was paid. We were refunded the overpayment.
- Youde Trust was received, \$10,644.77.
 - Has not been deposited yet.
 - Also the Youde/Heady CD is up in February, we will need to decide what to do with it.
- Aging: \$7,852.77, Transactions: \$4,141.32
 - All trustees present read and initialed the reports
- B. Conners made a motion to pay the bills and it was seconded by C. Kiebala. 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 November were an attendance of 6,376, circulation of 5,948, computer use of 400, Overdrive downloads of 99, Zinio downloads of 52, and Hoopla downloads of 214.

NIOGA is offering a two session workshop titled "How to Approach a Funding Source and Ask for an Increase" on January 9th and January 16th. In February they will be offering a workshop on Open Meetings Law. Any trustees interested in attending should let C. Cooper know.

Head Start has requested to use Lee-Whedon as an evacuation site in case of emergency. C. Kiebala made a motion to approve our facility as an evacuation site and was seconded by I. Mark. The motion passed unanimously.

C. Cooper contacted Justin at NIOGA regarding the creation of trustee emails. NIOGA does not have enough emails available to provide them for trustees. S. Kleinhans contacted C&H PC about creating and hosting trustee emails. They quoted us \$70 for the work and \$100 annually to host the accounts. The Board has chosen to go with free gmail accounts. K. Mostyn and S. Kleinhans will set up the accounts and then provide the board with account information.

The entire library staff will be attending Sexual Harassment & Discrimination training on Wednesday, December 12th. The library will open at 2:00 p.m. This will meet the new state requirements for annual sexual harassment training.

NIOGA is moving forward with common due dates.

We are discontinuing two databases which have decreased usage, Digital Sanborn maps and Mango Languages. Digital Sanborn is now available for free on the Library of Congress website. We are looking at genealogy databases to add, due to increased interest with DNA testing.

We have two quotes for a new microfilm reader: ST Imaging and Instream. Instream purchased Biels who we have done business with for many years. Instream had a lower cost and will give us a trade-in credit for our 2 old machines, which were purchased from them. S. O'Dea made a motion to approve the purchase from Instream and was seconded by C. Kiebala. The motion passed unanimously. We will be using the \$5,000 from Senator Ortt towards this purchase.

All trustees read pages 22-35 in the Trustee handbook. Several items were pointed out that need to be looked into.

- Can S. Kleinhans be the Board Treasurer since she is the Accounts Payable clerk?
- Do we need to pay a stipend to the Treasurer?
- Adjust the by-laws to reflect C. Kiebala as the VP/Finance Officer and who the Treasurer is, once that is determined.

Please read pages 36-49 of the handbook for the next meetings discussion.

C. Cooper has arranged for the sophomore English students to tour the library. They are anticipating coming after Regents week in January. C. Cooper, K. Mostyn, and S. McAllister would each take part of the group for the tour. C. Kiebala thought this was wonderful and suggested in the future maybe asking the teachers if they would be willing to have a "Show me your Library Card" incentive for students where they would receive bonus points if they showed their card to their teacher.

Programs:

- The January Historical Society Program is the Show and Tell
- Finally Fridays! Begins on January 4th.
- History Discussion Series begins January 9th.
- Family Movie Night continues to be popular and well attended. January's movie is Christopher Robin.
- BTOP computer classes are well attended and have been scheduled throughout the year.
- Children's playgroup continues to grow.

The Board meeting was adjourned at 5:15 p.m.

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