

Lee-Whedon Memorial Library
Board Meeting December 11, 2023

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

Open Hearing:

The Open Hearing was held. Jim Bensley was in attendance. He had some advice about the proposed library expansion. The library should keep in mind what effect an increase in library size and use would have on parking and to make sure we have considered that in our design. It is a good idea to work with neighboring businesses to share parking space when able to help avoid an increase in on-street parking. No one else was in attendance for the open hearing. K. Mostyn called the meeting to order at 4:05 p.m.

Adoption of Agenda:

The agenda was unanimously adopted on a motion by C. Kiebala and seconded by K. Boice.

Approval of Minutes:

The November minutes were unanimously approved on a motion by C. Kiebala and seconded by D. Schwert.

Financial/Business Reports:

Financial Reports were distributed for the month of November. National Grid and Houseman's HVAC maintenance bills were received today, so they need to be added into the Aging summary for approval. K. Boice asked about looking into online bank accounts that might have better interest rates. K. Mostyn will look into options.

- Deposit: \$927.74
- Transaction: (\$483.23), Aging: \$16,483.75
- S. O'Dea made a motion to pay the bills and was seconded by C. Kiebala. The motion passed unanimously.

Director's Report:

NIOGA:

The last Trustee training will be held on December 19. C. Kiebala informed everyone that all Trustees have their required 2 hours and do not need to attend. The training is on library construction, however, so it could be beneficial. Everyone has received the new Trustee Handbook in the mail.

Lee-Whedon:

Tesla Donation: Someone from Tesla's community outreach department reached out to K. Mostyn with a survey asking whether the library would have any interest in receiving car charging ports from Tesla. The library would have to pay for the electrical installation, but the parts would be donated. We would also be required to install at least 6 charging stations in order to charge for usage. Otherwise, the library would need to pay for the electricity usage ourselves. There are other locations in Medina that already have charging stations. The Board would like to wait until we are further along with the expansion to consider options. There should be grants available to pay for EV charging stations if we decide later on to add them, and these may have fewer restrictions.

KeyBank: We previously had a Money Market account through KeyBank that was a legacy account. We were only receiving .01% interest for that account. This was changed over to a new Money Market account, so it now gets 1.25% interest. K. Mostyn also put part of our tax checks into a CD for 8 months. This will yield a 5% interest rate.

AAA Defensive Driving request: A local insurance agent reached out to K. Mostyn about having the library host a Defensive Driving course here. She has many clients that do not want to take the course online and do not want or are not able to go to Albion to take the course offered there. K. Mostyn is having trouble getting in contact with the

right person to set it up. C. Kiebala made a motion to offer the course here, but only if they set up the instructor. This was seconded by I. Mark and approved by all.

Audit: Kristie Beach has completed the library's audit and has sent over the draft. We should have the final report at the next meeting.

OCH – MAAP: The Medina Hospital reached out to K. Mostyn about using the library as a space to do work with the community. They asked if there was anything that we would like them to help out with, and Kristine recommended having a Medicaid application workshop. They have people on staff who do this, so they will be working on setting up a workshop here.

Sandstone Society grant: We received \$800 from the Sandstone Society to purchase the new podium, which is 300 more than we asked for in the application. We did already receive the new podium and have tested it out. It seems to be working well, although it depends on who is presenting. The speaker needs to hold the microphone very close to their mouth. We do have a headset microphone that goes through the speaker system, but people don't like using it.

Desktop computers: There are 6 desktop computers that need to be replaced that are all Windows 10 and cannot be upgraded to Windows 11. Windows 10 will no longer be supported soon. We would like to replace the 4 staff computers that need to be upgraded this year and then replace the 2 patron computers next year. We would purchase the new computers from C&HPC who would find the best ones to fit the library's needs and would be able to get a business discount. The cost for the 4 would be approximately \$3,000. The money would come from the technology fund. The purchase of 4 desktops was unanimously approved on a motion by S. O'Dea and seconded by D. Schwert.

Statistics: Our monthly statistics for November were an attendance of 3,827, circulation of 4,604, computer use of 342, Hoopla downloads of 364, and Libby downloads of 237. Our statistics are staying fairly consistent, which is great. They normally start to drop for the winter around this time.

Programs:

Storytimes are on a break for this month but will be starting up again the week of January 16. For the rest of this month, there will be the Homecool program on the 13th where kids will be making stamped wrapping paper, a teen program on the 13th making pom pom penguins, and a paint and sip on the 15th. This paint and sip was supposed to be in November but was rescheduled due to illness. There is no Historical Society meeting in December, but there will be one starting again in January. Finally Fridays will also be starting up in January. The chair rentals will be delivered on the 28th. Ross Rentals was kind enough to charge us the same price as last year instead of increasing the cost. We have also included a snow date this year just in case.

Expansion:

Marketing Efforts: At the last Steering Committee meeting, Ann mentioned that many people she has interviewed were unaware of what the library does, so we need to increase our marketing efforts. We will be starting targeted social media ads and have considered advertising on the Orleans Hub, but we are having more trouble reaching people who are not online. We are already advertising in the Pennysaver and the Hometown. C. Kiebala suggested making the font bigger in those ads and using less decoration so that the ads might stand out more. K. Boice suggested putting our event flyers around at different places in the community rather than just in the library. C. Kiebala and I. Mark will look into possible television advertising options. We are also working on getting flyers out to the schools and contacting the school libraries. We have also discussed looking into a community wide mailer.

Interviews: Kelsie is working on setting up a few more interviews for the end of January, and then Ann will be able to compile her recommendations to present the results.

The meeting was adjourned at 4:45 p.m. on a motion by D. Schwert, seconded by I. Mark and approved by all.

The next regular Board Meeting is January 8, 2024 at 4:00 p.m.

Respectfully submitted

S. Covis 12/12/2023