

**Lee-Whedon Memorial Library
Board Meeting December 13, 2021**

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 4:10 p.m.

Adoption of Agenda:

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

Approval of Minutes:

The November minutes were unanimously approved with amendments on a motion made by I. Mark and seconded by S. O'Dea.

Financial/Business Reports:

Financial Reports were distributed for the month of November:

- November Drawer Deposit: \$854.66 (Fines: \$141.18, Fax: \$148, Notary: \$35, Copies: \$31.40, Re-Reg: \$12, Memorials: \$260, Donations: \$18, Rundell: \$41.20, Lost Book: \$167.88).
- Non-Drawer:
 - Square automatic deposit: \$239.15
 - Amazon Smile: \$11.80
- Received second tax payment from MCSD, \$273,142.50
- Transaction: -\$1,620.71, Aging: \$13,814.34
- 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 K. Boice and seconded by I. Mark.

Director's Report:

NIOGA:

Jonathan Incho: Jonathan Incho's term as the Trustee for Orleans County on NIOGA's Board will be ending in May 2022. He is recommending Jeanne Tuohey to be his replacement. The vote will be at the Annual Dinner.

NFL: Niagara Falls library will be temporarily relocating while the carpet is being replaced in the building. The Director would like to make the move permanent if it is possible to find a more suitable building.

Sexual Harassment Training: NIOGA is working on setting up Sexual Harassment trainings for library trustees and staff. There will be one training in February and one in March. Libraries will be notified when the dates are final.

Census Impact: The new Census data will become available in the 2nd quarter of next year. This data will impact funding from the State because that funding is based on population. Our population did decrease, so it is likely that our funding will also decrease, but it might balance out if all areas of the state also had a decrease in population.

Lee-Whedon:

Leadership Orleans: On Thursday, S. Covis graduated from Leadership Orleans. It was a great experience to get to know the different people, businesses, and organizations around the county and to be able to make connections with these groups. The program ran from April through December this year.

APEX Grant: We received the Heritage Wind Community Grant Program from Heritage Wind/Apex Clean Energy. This grant will be used to purchase Discovery Kits that will be available for patrons of all ages to check out from the library. The topics for the kits are Geocaching, Astronomy, brain building, birdwatching, flora and fauna, and structural engineering.

Curtis Foundation Grant: We also received a grant from the Curtis Foundation that was used to purchase an interactive display for use in the library. It is a touchscreen display on a stand that we are hoping to use to promote the library's digital collections.

Niche Academy: Niche Academy is a database of training videos that we would like to purchase for the library. The database contains videos for patrons and staff that provide training on various digital collections and databases. These videos can be uploaded to the library's website for patrons to view. Niche Academy maintains the database and will update the videos whenever there are changes. The cost would be \$2500 a year. The Board unanimously approved the purchase of the database on a motion made by S. O'Dea and seconded by K. Boice.

MAP Mixer: The Medina Area Partnership is holding their Holiday Mixer at Harvest on Thursday, December 16. Lee-Whedon is a member of MAP, so several staff members will be attending.

Staff Party: Today was the staff Christmas party. Everyone was very grateful to be able to have our regular party this year and that we were able to close for 2 hours.

Statistics:

Our monthly statistics for November were an attendance of 3,382, computer use of 216, circulation of 3,999, Overdrive downloads of 138, and Hoopla downloads of 288.

Programs:

Finally Fridays will begin in January; all of the bands have confirmed and the chairs have been ordered. Starting in January, we will be offering a genealogy series that will be once a month. The Alzheimer's Association will also be beginning a series in January that will occur monthly. There were a few craft programs in December for children, teens, and adults: Christmas countdown craft, Holiday cards, book folding hedgehogs, and decoupage trees. Storytime with Santa was offered through Zoom this year, but was not as well attended as the in person visit normally is. The regular children's programs (storytimes, STEM Club, and Big Kid Book Club) will be finishing up this week and will resume in February.

Other:

We will be starting to review policies in January to be sure they are up to date.

The Trustee Handbook Book Club has been meeting monthly via Zoom. One of the takeaways from last month was that we should have meeting minutes posted within 2 weeks of the meeting. Normally anyone has the ability to stop into the library to request a draft of the most recent minutes, but we will also start posting a PDF file with the unapproved minutes and mark them as draft so they are available on our website as well.

Meeting was adjourned at 5:13 p.m. on a motion by D. Schwert, seconded by C. Kiebal and approved by all.

The next regular Board Meeting is January 10, 2022 at 4:00 p.m.

Respectfully submitted

S. Covis 12/14/2021