

Lee-Whedon Memorial Library
Board Meeting December 14, 2020

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

Excused: B. Conners

The Open Hearing was held. No one was in attendance. A zoom link to the meeting was posted on the library's website for anyone who wished to join.

K. Mostyn called the meeting to order at 4:07 p.m.

The agenda was unanimously adopted on a motion by I. Mark and seconded by C. Kiebala.

The November minutes were unanimously approved on a motion made by S. O'Dea and seconded by C. Kiebala.

Financial Reports were distributed for the month of November:

- November Drawer Deposit \$2,768.29 (Fines \$26.95, Fax \$139, Notary \$11, Lost \$33.98, Memorials \$50, LLSA \$2,411). Deposit was made on 12/7/2020 because the library was closed the previous week.
 - Non-Drawer: Square automatic deposit: \$28.73 (Fines: \$1.58, Re-Reg \$3, Fax \$9.64, Damaged item: \$14.51)
- Aging: \$9,751.48, Transactions: \$5,653.19
- Received second check from Medina Central School District, \$273,142.50
- Paid first invoice to Parise, \$126,967.50
- Youde Trust received, \$11,506.21
- Five Star CD renewed for another 6 months
- I. Mark made a motion to pay the bills and was seconded by D. Schwert. The motion passed unanimously.
- K. Mostyn noted that on the Financial Report, we are over about \$3,000 on salaries. This is because we had to pay Catherine Cooper \$7,000 when she retired for PTO time that had not been used. This money comes out of the M&T retirement account, but it has to show up on the salary line of our report. This makes it look like we are over budget when we actually are not. This will happen again when Suzanne McAllister retires.
- The second check from Medina Central School District has been received but does not appear on this Financial Report.
- The Financial Report was reviewed and unanimously approved on a motion made by C. Kiebala and seconded by I. Mark.

Our monthly statistics for November were an attendance of 3,499 with no curbside pickups, circulation of 3,700, computer use of 155, Overdrive downloads of 195, Zinio downloads of 44, and Hoopla downloads of 278. The library was closed for two holidays and one half day for a holiday, which did have an impact on the numbers.

Nioga:

Due to Nioga's 21% reduction in funding for next year, four positions were cut. Three people were of retirement age and left voluntarily, taking the retirement package offered. One person was let go. Nioga will be hiring a part-time person to offset the positions that were lost. The part-time position would not require Nioga to pay benefits, and it would not be part of the Union, which would be cost saving measures for Nioga. One of the positions lost was the person in charge of interlibrary loan services, so the part-time employee will be covering some of those duties.

Tom Bindeman requested that we send a letter to the legislature after our appeal for steady funding, which K. Mostyn has done.

Lee-Whedon:

HVAC Project: The library now has heat, and the blowers are working to filter and circulate the air. The new filters are the highest quality, and they are meant to help with virus particles. The entire project should be finished by the end of the month. The air conditioning system is the only part left to be complete. Todd Houseman comes twice a year to inspect the HVAC system, and he will be the one changing the filters.

NYSEG Rebate: K. Mostyn applied for a rebate from NYSEG. The library has been tentatively approved for a rebate of \$1,258 because the new equipment is more energy efficient. The rebate will be officially approved after we receive the invoice from Parise.

214 North Ave update: The owner of 214 N. Ave called and would like to meet in the spring to discuss the sale of the house. They plan to sell in early summer. When the sale was discussed previously, they planned to sell the house at the current assessment value. K. Mostyn believes this was \$86,000, but will double check. We would apply for a construction grant.

County Letter: K. Mostyn sent a letter to the County Legislature thanking them for agreeing to stable funding for the upcoming year.

Policies

- **Library Credit Card:** A new section was added to the Library Credit Card policy regarding automatic recurring payments. Some subscriptions are automatically paid for by the library credit card, so we do not get an invoice for them as we do with regular bills. These payments will still be reviewed by the Board. This policy was approved unanimously on a motion by I. Mark and seconded by S. O'Dea.
- **Petty Cash Policy:** This is a new policy for cash the library keeps on hand for incidental purchases. This policy was approved unanimously on a motion by C. Kiebala and seconded by S. O'Dea.

Handbook Review: The policies reviewed at this meeting include: Emergency Closing, Equal Employment Opportunity, Family and Medical Leave, Grievance Procedures, Healthcare Benefits, Holidays, Hours of Operation, and Hours of Work.

A sentence was added to Family and Medical Leave to state that Lee-Whedon is exempt. Two changes were made to Healthcare Benefits. The amount paid by the employee for healthcare has been changed; employees will pay a different percentage based on the type of plan they have. Previously, the employee would pay 10% regardless of type of plan. The new amounts are: 10% for a single plan, 15% for a two person plan, and 20% for a family plan. The second change is for employees who do not wish to obtain healthcare benefits from the library. Instead of receiving a stipend, employees will receive one extra week of sick time and one extra week of vacation each year.

This section of the handbook was approved unanimously on a motion made by S. O'Dea and seconded by I. Mark.

Programs: Children's storytimes are being offered virtually with take and make crafts. We are also playing Christmas movies on Saturdays in December with a craft. A few people are attending. There is not much in-house programming planned until the end of January. In January, the Medina Historical Society is hoping to host their annual Show and Tell on Monday the 25th. We are also planning to host a movie night for adults on the 29th and the History Book Discussion group beginning in January. The History Book Discussion group normally meets in the Quiet Room but will move to the program area if there are concerns about safety in the smaller room. We will reassess programming at the next meeting to determine what is safe to offer inside the library.

Executive Session: The meeting entered into Executive Session at 4:45 p.m. to discuss the end of the Director and Assistant Director probation periods. K. Mostyn and S. Covis left the meeting. The Executive Session was adjourned at 4:55 p.m. on a motion by D. Schwert and seconded by S. O’Dea and accepted unanimously, and K. Mostyn and S. Covis returned to the meeting. The Board will wait until the January meeting to make a decision on the end of the probation periods for the Director and Assistant Director positions.

Meeting was adjourned at 5:00 p.m. on a motion by C. Kiebala and seconded by I. Mark and approved by all.

The next Regular Board Meeting is January 11, 2021 at 4:00 p.m.

Respectfully submitted

S. Covis 12/15/2020