

Lee-Whedon Memorial Library
Board Meeting February 10, 2020

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

Public: Dave Sevanski

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 C. Kiebala and seconded by B. Conners.

The January minutes were unanimously approved on a motion made by I. Mark and seconded by B. Conners.

Financial Reports were distributed for the month of January:

- January Drawer Deposit \$1,172.49 (Fines \$380.32, Fax \$326, Notary \$20, Lost \$78.87, Memorials \$140, Donation \$50)
 - Square automatic deposit: Fax \$25.90 and Fines \$89.77
 - Total cash & credit deposits: Fax \$351.90 and Fines \$470.09
- Received County money, \$2663.80 and will deposit
- Aging: \$11,509.82, Transactions: \$-4,250.12
 - All trustees present read and initialed the reports
- 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 B. Conners and seconded by D. Schwert.

Our monthly statistics for January were an attendance of 7,342, circulation of 5,682, computer use of 345, Overdrive downloads of 103, Zinio downloads of 49, and Hoopla downloads of 278.

C. Cooper distributed the audit report from Freed-Maxxick. All trustees should read through for discussion at the next meeting. C. Cooper will clarify a discrepancy on page 7 with Laura about where we store the backup for QuickBooks.

The Annual Report is due on February 21st. C. Cooper is gathering all the necessary information and it will be turned in on time.

C. Cooper distributed copies of the Resolution in Support of NIOGA Library System's Free Direct Access Plan. D. Schwert made a motion to approve the resolution and was seconded by C. Kiebala. The motion passed unanimously.

C. Cooper heard back from R. Mauser. He reviewed and approved of our insurance coverage exactly as it is. We will not need to change anything for the HVAC construction. Paul from PRES will be here this week to look at the back room about the asbestos. C. Cooper will discuss the timeline when he comes in. If we are estimating a May construction date, we need to get moving.

C. Cooper and D. Schwert attended a meeting at Corfu Library with Assemblyman Hawley. He was 45 minutes late as he forgot about the meeting. Once he arrived he was very sincere in his interest and support of libraries. D. Schwert felt it was a successful meeting.

C. Cooper, K. Mostyn, I. Mark, C. Kiebala, and D. Schwert met with Jack Welch at Civil Service to discuss what needs to be done to post C. Cooper's job.

C. Cooper gave her letter of intent to retire on June 30th. The letter was unanimously accepted on a motion by I. Mark and seconded by C. Kiebala. The Board will contact Civil Service about posting the exam.

Programs:

- Finally Fridays! had to be rescheduled this past Friday due to weather. Serendipity Swings will be here on March 13th.
- K. Mostyn has her next Genealogy program this month.
- Medina Historical Society Show and Tell was fun. The next program is about Dorothy Roberts Cox.
- S. McAllister has a week full of programs for Winter break: hula hooping, escape room, Luau party, and a movie.

D. Schwert made a motion to go into Executive Session to discuss personnel at 4:31 p.m. C. Kiebala seconded the motion. The motion passed unanimously. The board exited Executive Session at 5:45 p.m. No action was taken. The Board will return to Executive Session to discuss the hiring process on February 25th at 4 p.m.

The meeting was adjourned at 5:45 p.m.

The next Regular Board Meeting is March 9 at 4:00 p.m.

Respectfully submitted

K. Mostyn 2/11/2020

Feb 25 Executive Session.

Hiring process and benefits discussed. No action was taken.

Respectfully submitted

K. Mostyn 3/2/2020