

**Lee-Whedon Memorial Library**  
**Board Meeting February 12, 2018**

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 4:01 p.m.

The Agenda was unanimously adopted on a motion made by C. Kiebala and seconded by D. Schwert.

The January minutes were unanimously approved on a motion made by S. O'Dea and seconded by D. Schwert.

Financial Reports were distributed for the month of January:

- January Deposit \$1,308.16 (Re-Reg \$13, Memorials \$20, Fines \$483.86, Fax \$432, Notary \$6, Lost \$29, Donations \$300)
  - Square Deposits: Fax \$37.25, Fines \$86.80
    - Credit card transactions are automatically deposited into our bank account and are not included in the monthly deposit listed above. The monthly deposit only reflects the cash taken in during the month.
- Aging: \$15,858.83, Transactions: \$-10,413.01
  - All trustees present read and initialed the reports
- I. Mark questioned fees on our M&T accounts. C. Cooper will follow up.
- Child Welfare donated \$200 and NIOGA sent us \$100 for a children's grant.
- Thank you cards were sent to all donors.
- I. Mark made a motion to pay the bills and it was seconded by C. Kiebala. The motion passed unanimously.
- C. Cooper distributed the audited financial statement from FreedMaxick
  - We will look into the cybersecurity testing suggested in the report.
- Stanley Door had to replace equipment on the outside handicap button. C. Cooper requested a quote to replace the post as it is rusting, \$935.81. The Board will look to replace the entire unit in 2019 since it was just repaired.
- Next month we will begin work on our 2018/2019 Budget
  - D. Schwert requested that the past few March financial reports be provided for comparison when working on the next budget.
- The Financial Report was reviewed and unanimously approved on a motion made by S. O'Dea and seconded by D. Schwert.

Our monthly statistics for January were an attendance of 6,943 circulation of 6,132, Overdrive downloads of 110, Zinio downloads of 38, Hoopla downloads of 198, and computer use of 662.

Orleans County trustee Mary Ann Braunbach is up for re-election. C. Kiebala made a motion to nominate her for another term and was seconded by S. O'Dea and approved by all.

C. Cooper is working on the Annual Report. It is due to NIOGA on Feb 23. She anticipates completing it this week.

The mural is moving along. The wall is completed and Judith is working on the cut out pieces. The Board would like a sheet describing the memorial to be placed near the mural similar to the Book Entrance. Judith anticipates completing it in the next week or two.

S. Kleinhans requested a price list of Judith's supplies so that when we issue a 1099 she isn't taxed twice. C. Cooper asked if the Board wanted to pay for her materials (paint, brushes, paper, etc) in addition to the original quote for the

work, approximately \$250. S. O'Dea made a motion to pay for her materials separately and was seconded by D. Schwert. The motion passed unanimously.

Panek's proposal needed to be reworded for the Construction grant. It originally sounded as if it were regular maintenance which it is not. C. Kiebala made a motion to adjust the wording and was seconded by I. Mark. The motion passed unanimously.

C. Cooper, D. Schwert, and Trudi Schwert attended a Legislative meet and greet at GCC. WNYLRC sent a letter thanking them for their attendance.

We have been in contact with Mr. Doctor at the school regarding the YMCA afterschool program. We would like to work with them, providing resources, joint programming, etc. C. Cooper is also hoping that he can provide training information for dealing with rowdy teens.

The PR campaign this year will be a bit different. There will not be a CheckOut Challenge. Instead they are focusing on social media.

L. Pritchard took a webinar which explained how social media sites are limiting who sees business' posts. In an effort to combat this, Lisa has started a Library Ambassador program. It has 9 people so far and we are hoping for one of the storytime moms to sign up; the original goal was to start with 10 people and then see how it goes. Ambassadors will post about our programs on their personal social media and share our information so that our posts are still seen by a large group of people.

The Baptist church on East Oak Orchard St is working on a pageant for Black History Month and may be interested in having a performance at the library. It is about the journey from Africa to America.

#### February Programs:

- 4 more Finally Fridays! performances to go
- Word and Excel classes on Feb 14
- History book group continues to be popular
- Alcohol Ink Eggs on Feb 24
- February Recess Programs Feb 20-22

The Board meeting was adjourned at 5:05 p.m.

**The next Regular Board Meeting is March 12 at 4:00 p.m.**