

Lee-Whedon Memorial Library
Board Meeting February 12, 2024

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 4:00 p.m.

Adoption of Agenda:

K. Mostyn would like to propose adding an item to the agenda. This year's budget needs to be amended. The agenda was unanimously adopted as amended on a motion by C. Kiebala and seconded by D. Schwert.

Approval of Minutes:

The January minutes were unanimously approved on a motion by K. Boice and seconded by D. Schwert.

2023-2024 Budget Amendment:

When writing the budget for this year, we had budgeted for \$13,000 of gifts and donations from our Youde-Heady receipts. However, this year we only received \$2000, which puts us behind for our budgeted income. K. Mostyn proposed some cuts to the budget to make up for the \$11,000 deficit. The board unanimously approved the amended budget on a motion by C. Kiebala and seconded by K. Boice.

Financial/Business Reports:

Financial Reports were distributed for the month of January.

- Deposit: \$1,142.95 & \$33,484.81 (PILOT)
- Transaction: \$30,928.70, Aging: \$19,034.47
- S. O'Dea made a motion to pay the bills and was seconded by I. Mark. The motion passed unanimously.

Director's Report:

NIOGA:

Proposed NYS Budget: The governor has released the proposed New York State budget. The proposed budget maintains the current level of funding for libraries. It also contains a \$3 million line item for Novel NY, which provides access to academic databases. The state library used to pay for this but will no longer be doing so.

Memo re: Trustee Training requirements: Tom has sent out a memo to Board presidents about reporting Trustee training hours. C. Kiebala confirmed she received the memo.

2024 Trustee Training: Dates for Trustee trainings through NIOGA have been announced. There will be trainings on 3/20, 3/27, 10/16, and 10/25. The topics have not been determined yet. If Cole is presenting the trainings, they will not be recorded, so they will need to be attended live. Each Trustee only needs to attend one.

Sexual Harassment Training: NIOGA will also be hosting a Sexual Harassment training for Trustees on April 10. All Trustees need to receive this training in addition to their 2 hours of required training, but can get it elsewhere if unable to attend this date.

SRP Passport Program: NIOGA is working on a passport program to go with the Summer Reading theme "Adventure Begins at Your Library." Patrons will receive stamps in their passports for each library in the system they visit. Hopefully this will bring some new faces into the library this summer! NIOGA is hoping to have this available by May or June.

Advocacy Memo: Tom has sent out a memo to all Trustees, reminding everyone to make sure they are in contact with local legislators and promoting support for libraries.

Annual Dinner: This year's Annual Dinner will be held in North Tonawanda at the Wurlitzer building on Thursday, May 23rd.

Lee-Whedon:

Open Meeting Policy: K. Mostyn has revised our current Open Meeting Policy to address some concerns the Board had. Some parts of the policy need to remain as is, but the allowed changes were made. The revised policy was unanimously approved on a motion by D. Schwert and seconded by I. Mark.

High Yield Savings Update: We were not able to sign up for a High Yield Savings account with Capital One because they only offer personal accounts, not business. The application process required personal information from an individual and there was no way to enter business information instead. K. Boice recommended trying Northwest.

Janitor/Custodian Contract: We have hired a new custodian: House to Home, owned by Amber Albone. They started in the last week of January and are doing well so far.

Annual Report: The Annual Report is due at the end of February. It should be complete soon.

Annual Technology Training for staff: S. Covis led our annual Technology Training last month. We reviewed all of the technology that is available for patrons to use in the library including a document scanner, large format scanner, microfilm, and VHS to DVD converter. Everyone has to complete tasks on each device to make sure they know how everything works.

Child Welfare Association: We received a check from the Child Welfare Association for \$400. Tricia happily spent that money on new maker kits to use for STEM programming. These kits include tools for cardboard construction, and she will be using them often for programming in the future.

Orleans Community Health Partnership: Scott Robinson, the education outreach coordinator at the Medina hospital is working on setting up various educational programs here at the library. The topics are still being determined, but the first session will be held in April.

AAA Defensive Driving: K. Mostyn got in contact with someone from AAA about hosting a Defensive Driving course at the library. We have set up the first course for April 4 from 9-3:30 p.m. This program does have a cost associated. People interested in signing up for this course will need to pay and register through AAA.

Bathroom Update: We have not had any more flooding in the bathrooms. We will leave the carpet in the bathroom hallway for now and replace it with tile in the spring. K. Mostyn has submitted all the paperwork to the insurance company, but we are still waiting on the check. The Board approved to pay ServPro for cleaning the bathrooms even though the insurance check has not been received yet.

Carpet Cleaning: Burriss will be coming to do the bi-annual carpet cleaning on Monday, the 19th when we are closed.

Statistics: Our monthly statistics for January were an attendance of 4,163, circulation of 4,175, computer use of 338, Hoopla downloads of 448, and Libby downloads of 300.

Programs:

Next week is the school's winter break, so we will be having a lot of children's programs that week. We will be holding 3 teen programs at 1:00 p.m.: Tuesday we will be making shaker keychains, Wednesday we will be decorating mini wizard trunks, and Thursday we will be making friendship bracelets. For children, we will be offering 2 programs: Tuesday at 3:45 p.m. Tricia will be teaching Schoolyard Paper Skills for ages 7-10, and Thursday, she will

be doing a backpack zipper pull bead craft for ages 3-6 at 11:00 a.m. The children's book sale will also be held next week. This Saturday will be another family movie night. We will be showing Pinocchio at 6:30 p.m. The Medina Historical Society will be presenting "Letters Alive" on the 26th. People are invited to bring in old letters to read to the group.

We also have a couple of bigger programs coming up. On March 21, an inflatable planetarium will be coming to the library from the Challenger Learning Center in Lockport. Children can sign up for a 30 minute show, and the planetarium will be here from 3-5. The Solar Eclipse is happening on April 8th, so we will be having an eclipse party that day. We will have sun and moon themed crafts, snacks, and bingo. We are giving away solar eclipse glasses now, but we will also be saving some for the day of the eclipse for anyone who attends the event.

Finally Fridays has been going really well. We had a great turnout last Friday for Two of Us, a Beatles tribute band. Tom Rivers attended and wrote an article for the Orleans Hub about the concert and listed the upcoming concerts.

Other: K. Mostyn has applied to sponsor an artist through GoArt who would provide art programs for adults during the summer. We don't normally offer programs for adults in the summer, but there have been requests to do more.

Expansion:

We will be having a meeting with Ann Shepard on Thursday, February 22 at 6:00 p.m. where she will be presenting her findings from the interviews. All Trustees should plan to attend.

Budget Prep:

The Board discussed the preliminary budget for 2024-2025, hoping to avoid raising the taxes if possible. Trustees discussed possible changes and will continue to work on it to have a budget to present at the next meeting.

Trustee Handbook Review:

Before the meeting, everyone read pages 1-19 of the new Trustee Handbook. These pages were discussed to make sure no one had any questions. Everyone should read pages 20-39 for next time.

Other:

C. Kiebala received the email from Tom with the form she needs to turn in to report Trustee training hours. She has filled it out with the information Trustees submitted to her. No one has any changes to make, so she will return the form to NIOGA. Everyone completed their required hours.

C. Kiebala has also sent out Director Evaluation forms to everyone with the changes they had previously discussed. There are a few more small changes to make, but if everyone is happy with it, this is the form that will be used.

D. Schwert would like to reschedule the April Board Meeting for April 15 instead of 8 due to the Solar Eclipse. We will reschedule that meeting.

The meeting was adjourned at 5:24 p.m. on a motion by D. Schwert, seconded by I. Mark and approved by all.

The next regular Board Meeting is March 11, 2024 at 4:00 p.m.

Respectfully submitted

S. Covis 2/13/2024