

**Lee-Whedon Memorial Library
Board Meeting February 13, 2023**

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:

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

Audit Presentation

Kristie Beach was in attendance to present the findings of the library's financial audit for the 2021-2022 fiscal year. She found Lee-Whedon to be in compliance with all standards except for reporting net pension asset/liability and found no material weaknesses.

Approval of Minutes:

The January minutes were unanimously approved, with the amendment of one spelling error, on a motion made by D. Schwert and seconded by K. Boice.

Financial/Business Reports:

Financial Reports were distributed for the month of January:

- Deposit: \$3,563.34
 - PILOT: \$34,185.27
- Transaction: \$39,292.21, Aging: \$10,944.61
- K. Boice made a motion to pay the bills and was seconded by S. O'Dea. The motion passed unanimously.

Director's Report:

NIOGA

Required Trustee training: Everyone should have received a form that needs to be filled out regarding the completion of the required 2 hours of training for Trustees. These should be completed and given to Cynthia who will hold on to them. This form will be the verification that the training has been completed. NIOGA will be offering four virtual training sessions this year to help Trustees meet that requirement. There will be two in March and two in October. Trustees are welcome to take their training elsewhere as long as it is presented by an organization that is approved by NYLA.

Annual Meeting: The Annual Meeting will take place on May 17th, and it will be held at Batavia Downs.

Construction grant: Tom Bindeman continues to report that we cannot guarantee construction grant money after 2025, so if there is a project libraries are hoping to get funding for, they should apply now rather than later.

Lee-Whedon:

Interest earning savings account: At the past meeting, it was suggested that the library look into the interest we are receiving on our bank accounts. The interest rates are very low as of now. K. Mostyn will speak to the banks where we currently have accounts to see if anything can be changed to give us a higher interest rate.

Staff Shirts: The library staff are planning to walk in the Memorial Day parade this year as a way to be more involved and visible in the community. We would like to purchase matching fleeces for the staff to wear in the parade that can

also be worn during shifts at work. They will have our logo on them. The purchase of the fleeces was approved on a motion by D. Schwert and seconded by K. Boice. It was also suggested that staff should wear lanyards with tags that say Lee-Whedon Staff to make employees more recognizable. K. Mostyn will look into this.

Building expansion: The concept design that has been agreed upon by the building committee for the library expansion was presented to the Board. The architects will be bringing a more finalized version to our next building committee meeting in March as well as a cost estimate.

K. Mostyn is looking for potential funding sources for the building project. We are planning to apply for the New York State Construction Grant, as well as other grants that encompass construction projects. We will be meeting with the school district to discuss how to fund a large project like this.

Children's Upholstery: Last year, Steve Hawley gave us \$1900, which we planned to use to reupholster some of the furniture in the children's area that has become very worn out. We received a quote for \$1400 to reupholster two chairs and would like approval to move forward with the project. This was approved on a motion by C. Kiebal and seconded by S. O'Dea.

Personnel: K. Mostyn would like approval to have a more flexible schedule that would allow her to occasionally work four ten hour shifts rather than five eight hour shifts and sometimes work from home. The Board is open to the idea but proposes that a tentative schedule/outline be developed so there is some structure and Trustees and staff will know what to expect.

Other: The new hotspot that we ordered from Mobile Citizen has arrived and has already been circulating. So far, it seems to be working well.

Statistics:

Our monthly statistics for January were an attendance of 3,782, circulation of 4,332, computer use of 494, Libby downloads of 243, and Hoopla downloads of 350.

Programs:

Finally Fridays concerts have been going very well so far. There have been over 100 people in attendance at most concerts, and people have been enjoying the bands.

Winter Break is beginning next week, so we will have lots of children and teen programs that week. There will be a family movie night on that Saturday as well. Tricia will be holding a meet and greet during that week so that parents and children can come in to get to know the new children's librarian and ask questions. Her storytimes have been going great so far. We have a couple more adult programs coming up at the end of this month including an Excel Intermediate class, and the Medina Historical Society will be presenting their Letters Alive program.

Budget Presentation:

The suggested budget for the 2023/2024 fiscal year was distributed and discussed by the Board. The Board will need to officially vote to approve the preliminary budget at the March meeting.

The meeting was adjourned at 5:45 p.m. on a motion by D. Schwert, seconded by K. Boice and approved by all.

The next regular Board Meeting is March 13, 2023 at 4:00 p.m.

Respectfully submitted

S. Covis 2/14/2023