

**Lee-Whedon Memorial Library  
Board Meeting February 16, 2022**

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 S. O'Dea and seconded by C. Kiebala.

**Approval of Minutes:**

The January minutes were unanimously approved with a correction on a motion made by K. Boice and seconded by I. Mark.

**Financial/Business Reports:**

Financial Reports were distributed for the month of January:

- Received Child Welfare donation, \$400
- Received County funding, \$2,663
- Received PILOT, \$20,306
- Transaction: -\$444.28, Aging: \$17,043.87
- K. Boice made a motion to pay the bills and was seconded by I. Mark. The motion passed unanimously.

**Director's Report:**

**NIOGA:**

**Trustee Nomination:** Our nomination form for Jeanne Tuohey for the position of Trustee for Orleans County on NIOGA's Board has been sent in.

**Summer Reading Grant:** We have received the Summer Reading grant for \$400 that will be used toward summer programming for children and teens.

**Lee-Whedon:**

**Grants and funding:** We have received \$2,663.80 in county funding and \$20,306.62 from PILOT. The library has been awarded the Emergency Connectivity Grant for \$4,897 that was used for the purchase of the iPads, laptops, chromebooks to circulate. We have also been awarded a WNYLRC Action and Innovation Grant for \$11,000 that is being used to digitize the remaining microfilm. K. Mostyn has mailed out all of the microfilm from 1983-2014 to the Northern New York Library Network, and they have received them safely. All of our microfilm will be digitized when this is complete. K. Mostyn has been notified that we have been awarded the final 10% of the 2019 Construction grant, and we will be receiving that money soon.

**Annual Report Review:** The Board received copies of the Annual Report to review. The Board unanimously approved the Annual Report to be submitted on a motion by C. Kiebala and seconded by S. O'Dea.

**Upgrading WiFi:** The new digital kiosk we purchased to display the training videos from Niche Academy was having trouble connecting to the WiFi, so we purchased access points that have been installed in three places around the library. This will be replacing our old WiFi system, and it should provide better access to the WiFi. However, the kiosk is not connecting to the access points, so we are keeping the old WiFi for now. Justin from NIOGA is providing assistance in getting the kiosk to connect properly.

**Discovery Kits:** The Discovery Kits are now available to be checked out. These are STEM themed kits that include kits for: stargazing, brain building, engineering, simple machines, geocaching, birdwatching, and biodiversity. The kits have been well received by our patrons, and several have already been checked out. Hopefully as the weather gets nicer, they will be used even more. We will start offering programs on using the kits this spring.

**Trustee Position:** The Trustee position that will be up for renewal this year is currently held by Dave Schwert. Dave will be running for the position again, and he has received the petition he needs to fill out to be reelected. The petition requires 25 signatures from people living within the Medina School District, and the petition needs to be returned by April 8<sup>th</sup>.

**Stanley Access:** The outside handicap door was not closing, so Stanley Access was here to make repairs. The repairs were finished yesterday.

**Distribution location for COVID supplies:** We have been a distribution location for COVID test kits twice, and the second time we also distributed KN95 masks to the community. We still have some remaining test kits and masks. One staff member was uncomfortable distributing tests, so we set up a table in the foyer that was attended by other staff members in order to limit contact. The community feedback we have received has been extremely positive. People are very grateful for the service. We will continue to be a distribution location if needed. The other libraries in the county have also been distributing the kits and masks. Libraries were chosen as distribution locations in the hopes of reaching populations that are not typically served by the school districts, such as homeschool families.

**Annual Audit:** Freed Maxick, who normally does our annual audit, cancelled last year because they did not have the capacity to complete all of their requested audits. They will be doing an audit for us this year, but it will be the last year. Freed-Maxick will no longer be doing government audits. They have agreed to do our audit this year, but the cost will be significantly higher. We will be looking for someone new to do the audit for next year. NIOGA has sent us a few recommendations. K. Mostyn will look into local agencies to see if there is anyone who would be able to perform the audit, but it is a very long and involved process, and it might be difficult for a small agency to complete.

#### **Statistics:**

Our monthly statistics for January were an attendance of 3,509, computer use of 318, circulation of 4,101, Overdrive downloads of 190, and Hoopla downloads of 323.

#### **Programs:**

The Finally Fridays concerts are still going well. Each concert is averaging around 70 attendees. Next week is February break for students, so there will be programs all week for children and teens. For school age children, there will be Roller Coaster Science on Tuesday, Math-terpieces (math and art) on Wednesday, and Crayola Crayon Crafts on Thursday. For teens, there will be an acrylic paint program on Wednesday to experiment with different projects and techniques. On Friday that week, there will also be a family movie night for all ages. Kelsie had storytime at the Author's Note bookstore and had 5 children attend who all had a great time. Julie Berry's storytime at the library had to be rescheduled due to snow, but we are hoping to reschedule for April.

#### **Other:**

**Burris Carpet Cleaning:** John Burris, who normally comes to clean our carpets once a year, gave us a quote for doing 2 cleanings instead of just one. The cost would only be about \$175 more to do two cleanings. The first cleaning would just be high traffic areas, including the entrance, around the front desk, and in the children's section. The second cleaning would be the entire library. He would like to schedule a cleaning for Monday, the 21<sup>st</sup> when the

library is closed. This would be the cleaning of the high traffic areas only. The scheduled cleaning was approved unanimously on a motion by C. Kiebala and seconded by I. Mark.

**By-Laws Amendment:**

An amendment to article IV section 3 has been proposed to the By-Laws. The change includes a statement allowing for Board members to attend meetings virtually if allowed by current law or Executive order. This amendment was unanimously adopted on a motion by K. Boice and seconded by C. Kiebala.

**Pandemic Policy Update:**

The Pandemic Operations Plan has been modified to state that sick leave allowance due to COVID will be based on the NYS Department of Labor or the Department of Health's policy, so the plan will not need to be adjusted each time there is a change in policy. Mask requirements were discussed again, and the Board determined that masks would still be required as long as the pandemic is in effect according to the Center for Disease Control. The Pandemic Operations Plan was unanimously approved on a motion by S. O'Dea and seconded by I. Mark.

**Budget 2022/2023 Preparation:**

The suggested budget for the 2022/2023 fiscal year was distributed and discussed by the Board. The proposed budget would require raising the tax levy, so there would need to be a public vote to approve the increase. The Board will need to officially vote to approve the preliminary budget at the March meeting so that the process to set up a vote to approve the increase in the tax levy can begin. The Board will discuss K. Mostyn's salary in Executive Session. The Board will also be performing their evaluation of K. Mostyn in the near future.

The regular meeting was adjourned at 5:10 p.m. on a motion by S. O'Dea, seconded by C. Kiebala, and approved by all.

**Executive Session**

The meeting entered Executive Session at 5:10 p.m. on a motion by D. Schwert, seconded by C. Kiebala, and approved by all.

S. O'Dea moved to recommend a 3% raise for Kristine Mostyn. I. Mark seconded, and the motion passed unanimously.

I. Mark moved to accept the budget as presented and discussed today. The motion was seconded by K. Boice and approved by all.

The Board exited Executive Session at 5:20 p.m. on a motion by S. O'Dea, seconded by I. Mark, and approved by all.

**The next regular Board Meeting is March 14, 2022 at 4:00 p.m.**

**Respectfully submitted**

**S. Covis 2/17/2022**