

**Lee-Whedon Memorial Library**  
**Board Meeting February 8, 2021**

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

Absent: B. Conners

The Open Hearing was held. No one was in attendance. A Zoom link to the meeting was posted on the library's website for anyone who wished to join.

K. Mostyn called the meeting to order at 4:02 p.m.

The agenda was unanimously adopted on a motion by I. Mark and seconded by C. Kiebala.

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

Financial Reports were distributed for the month of January:

- January Drawer Deposit \$1,342.90 (Fines \$11.60, Fax \$91, Notary \$15, Memorials \$585, Copies \$65.40, Re-Reg \$10).
- Non-Drawer:
  - Square automatic deposit: \$59.20
  - \$400 donation received from the Child Welfare Association
  - \$2,000 from the ALA hotspot grant
  - Donations: \$1,250
  - Nioga LAA: \$140 for internet
- Transaction: \$2,788.42, Aging: \$16,902.72
- C. Kiebala made a motion to pay the bills and was seconded by I. Mark. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by I. Mark and seconded by C. Kiebala.

Our monthly statistics for January were an attendance of 1,904 with 282 curbside pickups, circulation of 2,784, computer use of 66, Overdrive downloads of 185, Zinio downloads of 52, and Hoopla downloads of 342.

The library was closed for about a week and a half due to Covid, which is why there are 282 curbside pickups. Zinio, the platform patrons use to download eMagazines, will be transferred to Overdrive, so those stats will start to appear in the Overdrive stats rather than separately.

**Nioga:**

Nioga has a position available on their Board of Trustees for a Trustee At-Large. If anyone on our Board would like to nominate someone, they can do so. The nominee must be 21 or older and live in either Niagara, Orleans, or Genesee County. The deadline for nominations is April 4<sup>th</sup>.

Nioga did receive a 20% decrease in their funding this year, and they anticipate a further 20% decrease next year.

The annual report deadline has been pushed back to April 1<sup>st</sup>.

**Lee-Whedon:**

**HVAC Update:** All of the major work has been completed for the HVAC project. Our project manager, Paul, was here this week inspecting the work that has been done. The work completed is high quality. Paul has created a punch

list of final things the crew needs to complete. We will be receiving two final invoices from Parise. They will receive the final 10% payment when all work is completed.

The new system is functioning, but it is still cold in the back work room, which has always been an issue. We will see if something in the system settings can be changed to fix this. I. Mark asked about replacing the windows in the back room. They were last replaced in 2006.

**LTA Section Letter:** The Library Trustees Association has now become a section of NYLA, so membership will be purchased through NYLA now. Nioga has paid for our membership to NYLA for this year, but it is likely they will cut that for next year. The library could add it on to an organizational membership for \$75 if we were to decide to keep a Board member in LTA.

**Handbook Review:** Pages 14-18 of the Employee Handbook was reviewed.

The section on job descriptions has not changed, but K. Mostyn did update all of the job descriptions.

Three paragraphs have been added to Leave of Absence. All regular full and part time employees are eligible for a leave of absence without pay for up to three months after one year of service at the library. After the leave of absence, the employee will be reinstated to their former or an equivalent position when they return. A request for a leave of absence must be submitted in writing to the Director. The library is also obligated to make available military leave, family military leave, domestic violence leave, and emergency leave. The library must offer a “day of rest” to employees in every work week. The library already complies with this because we are closed on Sundays.

Policies for maternity/paternity leave, noise level, overtime, performance review, and personal information have been added. Nothing else has been changed.

This section of the handbook has been approved unanimously on a motion made by C. Kiebala and seconded by S. O’Dea.

**Financial Audit:** The library received the results of the financial audit conducted by FreedMaxick, and two deficiencies were noted. The first material weakness is in Maintenance of Infrastructure Capital Asset Records. The library has not kept track of the value and depreciation of the assets. They have provided us with a formula that can be used in QuickBooks to calculate this. The second weakness is with accrual adjustments, and it arose due to Catherine Cooper’s retirement since she was paid for accrued sick time. This issue will occur again at the end of this year because of Suzanne McAllister’s retirement. The library currently keeps track of PTO accruals through our time clock. We are waiting to hear back on why this is insufficient.

The financial audit was acknowledged on a unanimous motion by I. Mark and seconded by D. Schwert.

**Policy Updates:** The American’s with Disabilities Act requires us to have an accessibility statement. This statement was reviewed by the Board and unanimously accepted on a motion made by C. Kiebala and seconded by I. Mark.

As part of Governor Cuomo’s regulations due to the pandemic, the library is now required to have a telecommuting policy. This new policy was reviewed and unanimously adopted on a motion made by C. Kiebala and seconded by D. Schwert.

**Tax Cap:** The library is eligible to ask for a 1.0123% tax increase for next year’s budget. This would equal approximately \$11,000. Since the library did not ask for an increase last year, we also have carryover money we could

ask for. The total increase that the library could request would be \$19,476. The Board agreed that the library should try to keep the tax levy the same and not ask for an increase. K. Mostyn and S. Covis will work on the budget to present to the Board at the next meeting.

**Programs:** Kelsie will be doing three in-house programs for school-age children during the school's February break. She is currently offering virtual storytimes on YouTube and has been receiving a lot of positive feedback. S. Covis is offering a sharpie art craft program in-house in February. Sharon Kleinhans will be offering a movie night for adults. The movie will either be *Hidden Figures* or *The Green Book* in celebration of Black History Month.

**Other:** K. Mostyn received a partnership agreement to sign from the Medina Literacy Zone. K. Mostyn will talk to Catherine Cooper and call the organization to determine what the partnership will entail of and if we have previously been a partner. The Board will determine whether or not the agreement should be signed.

Meeting was adjourned at 5:00 p.m. on a motion by I. Mark and seconded by C. Kiebala and approved by all.

**The next Regular Board Meeting is March 8, 2021 at 4:00 p.m.**

**Respectfully submitted**

**S. Covis 2/9/2021**