

Lee-Whedon Memorial Library

Board Meeting January 13, 2020

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

Public: Dave Sevenski

The Open Hearing was held.

C. Cooper called the meeting to order at 4:06 p.m.

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

The December minutes were unanimously approved on a motion made by S. O'Dea and seconded by I. Mark.

Financial Reports were distributed for the month of December:

- December Drawer Deposit \$1,234.53 (Fines \$329.18, Fax \$275, Notary \$19, Lost \$9, Memorials \$300, Donation \$250)
 - Square automatic deposit: Fax \$0 and Fines \$96.72
 - Total cash & credit deposits: Fax \$275 and Fines \$425.90
 - Checks deposited: NIOGA \$344 (last 10% of LLSA), Orleans County Foundation \$1000 (computers)
- Received Youde-Headly money, \$9,867.26 and deposited into Five Star
- Received the final tax check from MCSD on Jan 2, \$273,132.09 and deposited into KeyBank
 - Receiving our funding in January is a problem when we do the Annual Report for the State
 - Christine Griffin will ensure that protocols are in place to make this an automatic payment in December from now on.
- Aging: \$20,438.67, Transactions: \$-4,164.72
 - All trustees present read and initialed the reports
- C. Kiebala made a motion to pay the bills and was seconded by B. Conners. The motion passed unanimously.
- 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 December were an attendance of 4,484, circulation of 5,196, computer use of 400, Overdrive downloads of 99, Zinio downloads of 32, and Hoopla downloads of 264.

Audit update: We have received the preliminary report. We still have insufficiencies with cash handling because we do not employ enough people. They also noted that we currently do not have cybersecurity training. In 2016 we set aside money for computers/technology because of the cost of equipment and Vitec's services being an unknown. We called this money our Computer Reserve. Reserve funds have a very different meaning and structure under GML. The auditors would like the type of account to be clarified. A motion was made by C. Kiebala and seconded by B. Conners to change the type of money this is to dedicated funds. The motion passed unanimously. I. Mark made a motion to rename this fund the "Technology Development" and was seconded by S. O'Dea. The motion passed unanimously.

C. Cooper distributed the proposal and contract from R. Mauser for the HVAC project. The contract was unanimously approved on a motion made by C. Kiebala and seconded by D. Schwert.

C. Cooper distributed copies of the Sienna asbestos report.

All of our patron computers have been upgraded to Chromeboxes. They are much smaller and are mounted on the back of the monitors. They only allow internet access so we cannot install any software on them. They do not save any information and are very quick and easy to use. We still have 1 Windows computer for people who need Firefox

or Microsoft Office and will be adding a second in the future. Sara from B'TOP will have training on how to use Google for our patrons in February. This will include creating a Gmail account, using Docs, Sheets, and Drive.

The Medina Business Association has dissolved and reformed as the Medina Area Partnership. They will be meeting at the library tomorrow morning at 8:00 a.m.

The DEC is holding a public hearing on Starlite at the library on January 22 at 6:30 pm.

Assemblyman Hawley will be at Corfu Public Library on January 31st. C. Cooper and D. Schwert will likely attend. They will be there to encourage continued library funding.

I. Mark, C. Cooper and K. Mostyn need to speak with Jack Welch at Civil Service about upcoming job changes. C. Kiebala and D. Schwert expressed interest in also attending. C. Cooper will make the appointment and send out an email to all Trustees.

K. Mostyn and S. Kleinhans attended Digital Census Training at St. John Fisher last week. We will be closing the quiet room to everyone except census takers for several weeks in March to allow privacy. People can use the regular patron computers to fill out their census as well.

Programs:

- Finally Fridays! had a huge turnout for the first group.
- The History series continues to be well attended with multiple new people this year.
- K. Mostyn had her first Genealogy program of the winter focusing on our new databases.
- Upcoming programs include Family Movie Night and the Historical Society Show and Tell.

Meeting was adjourned at 4:42 pm on a motion by C. Kiebala and seconded by B. Connors and approved by all.

The next Regular Board Meeting is February 10 at 4:00 p.m.

Respectfully submitted

K. Mostyn 1/14/2019