

## Lee-Whedon Memorial Library

### Board Meeting January 14

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

The Open Hearing was held.

C. Cooper called the meeting to order at 4:00 p.m.

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

The December minutes were unanimously approved on a motion made by D. Schwert and seconded by I. Mark.

Financial Reports were distributed for the month of December:

- December Deposit \$1,532.11 (Fines \$253.83, Fax \$245, Notary \$14, Lost \$39.98, Memorials \$960)
  - Square automatic Deposit: Fax \$5.67, Fines \$44.31
  - Total cash & credit deposits for Fax \$250.67 and Fines \$298.14
  - Sandstone Grant \$500
  - NIOGA Grant for NYLA, \$249
- Aging: \$28,076.81, Transactions: \$635.78
  - All trustees present read and initialed the reports
- Received \$5,000 from Senator Ortt Bullet Aid, spent on the new microfilm reader
  - All board members signed a letter of thanks
- Received \$200 from Child Welfare for Summer Programs
  - S. McAllister will send a thank you note
- Received a \$100 donation to the library
- Our MTB Securities Investment has been closed. We earned \$810 in interest over the year. C. Cooper gave the board options for reinvestment of that money: a 12/13 month CD at 1.4% or a Savings account at 1.73% interest. The Board felt that the savings account was the best choice. C. Cooper will set up the account at MTB.
- I. Mark made a motion to pay the bills and it was seconded by B. Conners. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by C. Kiebala and seconded by D. Schwert.
- C. Cooper distributed the Audit Report from Freed-Maxxick. The audit was conducted in October.
  - We continue to have a deficiency with segregation of duties for accounting/money handling despite our new procedures and policies. Freed Maxxick continues to recommend hiring additional employees.
  - They also noted that we do not have a comprehensive cybersecurity program. We believe that Vitec already does this and will get a statement from them to provide Freed Maxxick.
  - It was also noted that the audit records the new building we purchased as our law firm instead of the actual building at 219 North Ave. C. Cooper will follow up.

Our monthly statistics for December were an attendance of 4,720, circulation of 5,003, computer use of 362, Overdrive downloads of 97, Zinio downloads of 37, and Hoopla downloads of 217.

The annual statistics for 2018 was a circulation of 74,055 of physical items. We had the 6<sup>th</sup> highest circulation in the library system.

NIOGA is offering a two session workshop titled "How to Approach a Funding Source and Ask for an Increase" on January 9<sup>th</sup> and January 16<sup>th</sup>. I. Mark, C. Kiebala, and S. O'Dea attended the first session and D. Schwert will also be

attending the second session. Pat Fagan who is the presenter stated that Lee-Whedon has the best Social Media presence of the entire system. C. Cooper and the Board praised L. Pritchard for all the hard work she puts in.

C. Cooper has solicited bids for a new water heater. Our current unit is 17 years old and it no longer provides hot water. One bid was received from Bowers for \$950 for a 40 gallon water heater or \$3200 for a tank less heater. In the long run we would save money with a tank less unit. The board will discuss and C. Cooper will solicit more bids for the next meeting.

The digitization project is up to 1972. We receive grant funding for this project through WNYLRC. The newspapers are available for free on the NYS Historic Newspapers website.

The new microfilm machine was installed on Thursday, January 10<sup>th</sup>. Mark and Darrel trained C. Cooper, K. Mostyn, S. Kleinhans, and L. Pritchard. K. Mostyn has shown the part time staff how to use the unit.

S. Kleinhans created new trustee email accounts per the 2018 Handbook. Emails and instructions for changing the passwords were distributed. All library correspondence will be sent using these emails going forward from today. The Trustee website has also been updated to show these emails.

D. Schwert asked about taxes on 219 North Ave. Do we need to contact anyone about not paying taxes going forward? C. Cooper will follow up.

C. Cooper distributed the FAQs about the Board Treasurer's role and what they can and cannot do. The Board will review these for later discussion.

C. Cooper informed the Board that about several patron incidents that recently occurred.

- One young woman was asked to quiet down as she was disturbing other patrons. Her behavior worsened and she threatened staff. The police had to be called and they removed her from the property.
- A teenager with multiple previous incidents has been banned until he is 18 years old. He was threatening another student with bodily harm if he left the library. The student called his mother who then informed staff about what was happening. They called the police who then escorted the instigator and his mother from the property. He was informed at that time that he was banned but for an indeterminate amount of time. C. Cooper will be sending a letter to this mother informing her of the length of his ban. If he comes on the property again we will immediately call the police for trespassing. K. Mostyn will export the security video to add to the incident report.

C. Kiebalá wanted everyone to know that the MCSD library is now open after its renovation. She felt that it would be a good idea to visit. C. Cooper will see if she can set up a tour for the Board.

All trustees read pages 36-49 in the Trustee handbook. Several items were pointed out that need to be looked into.

- Holding practice drills for active shooter, fire/water emergencies, and police lockdowns. We do have trainings, policies, and procedures in place.
- Create a Business Continuity Plan. We currently have offsite and cloud storage for our financials but should include copies of our charter, deed, etc.
- Keep a record of all policy changes
- Professional development should comprise 1% of our budget, it is currently too low
- The board needs to officially appoint new hires and set their starting salary. The director is responsible for all other payroll, HR duties.

Other items that were discussed include:

- Having up-to-date job descriptions
- Trustees need to maintain a professional distance with all employees
- Individual trustees should refrain from discussions/directives outside of board meetings with the Director
  - All communication should go through the Director not individual staff
- The Board and trustees can be held liable for infractions of laws and regulations.
  - What insurance does the library have? Errors and Omissions Insurance? Workers Comp? Property and General Liability?

Please read pages 50-65 of the handbook for the next meetings discussion.

Programs:

- The MHS program is the Blizzard of 77 for February.
- Finally Fridays! is packing the house!
- History Discussion Series began with a full group of people.
- Family Movie Night continues to be popular and well attended. February is a showing of Smallfoot.
- BTOP computer classes are scheduled throughout the year.
- Full week of children's programs are scheduled for February break.

The Board meeting was adjourned at 5:36 p.m.

**The next Regular Board Meeting is February 11 at 4:00 p.m.**