

**Lee-Whedon Memorial Library
Board Meeting January 10, 2022**

Present: K. Boice, C. Kiebala, I. Mark (attended via Zoom), 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 4:01 p.m.

Adoption of Agenda:

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

Approval of Minutes:

The December minutes were unanimously approved on a motion made by C. Kiebala and seconded by K. Boice.

Financial/Business Reports:

Financial Reports were distributed for the month of December:

- December Drawer Deposit: \$965.25 (Fines: \$273.95, Fax: \$134, Notary: \$36, Copies: \$38.90, Re-Reg: \$15, Memorials: \$200, Donations: \$257, Rundell: \$10.40).
- Non-Drawer:
 - Square automatic deposit: \$72.78
- Deposited Youde Trust Funds, \$11,954.37
- Transaction: -\$4,206.28, Aging: \$14,313.92
- S. O'Dea made a motion to pay the bills and was seconded by K. Boice. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by D. Schwert and seconded by C. Kiebala.

Director's Report:

NIOGA:

Nomination Form, Jeanne Tuohey: The official nomination form has arrived for Jeanne Tuohey for the position of Trustee for Orleans County on NIOGA's Board. C. Kiebala made a motion to nominate Jeanne Tuohey that was seconded by K. Boice and approved by all.

Trustee Book Club: The Trustee Book Club has been extended to continue through May. The next meeting is on January 18, and the topic will be budgets and finance. Everyone is encouraged to attend if able.

Lee-Whedon:

Apex Grant: We have received the money from the Heritage Wind Community Grant program from Apex. The items for the Discovery Kits have been purchased. Once all of the items are in, we will add them into the catalog and start circulating the kits. This grant was for \$600.

Curtis Foundation Grant: The library has received the grant from the Curtis Foundation that was used to purchase the digital sign. This will be used to display tutorial videos from the Niche Academy database we are subscribed to.

WNYLRC Action and Innovation Grant: The library has been awarded the WNYLRC Action and Innovation Grant. It was used to purchase a 360-degree camera. We will be partnering with the Sandstone Society to use the camera to take 360-degree images of sandstone buildings.

Orleans County Digital Literacy Initiative: The library will be partnering with the Orleans County Digital Literacy Initiative to bring technology instruction to the community. Katie Leach from Cornell Cooperative Extension will be

going to libraries in the county to provide tech help to anyone who needs it. She will come to our library twice a month, outside of our regular Tech Tutor hours, so she will be available to those who cannot come to our Tech Tutor. People can make appointments ahead of time, or walk in during the hours she is scheduled here.

Testing Kits: We have ordered COVID test kits for everyone on staff because they are getting very difficult to find.

The County had reached out to us about being a location to distribute free test kits that they would provide for us, which we agreed to do. This time, they received such a small amount of kits that they decided to distribute them from one location rather than spreading them out. We had one staff member that was uncomfortable distributing tests at the library, as it could be a risk for staff to interact with people potentially exposed to the virus. This is a good service to provide for the community, as people can not necessarily get to the central distribution location. In the event that we are asked to be a distribution location in the future, a potential compromise could be to have people call from the parking lot and have a staff member take the kits outside to them so that someone exposed to COVID does not have to enter the library.

ALA: This year, the PLA Annual Conference that K. Mostyn normally attends is in Oregon. She would like to attend the ALA Annual Conference instead, which is in Washington D.C. S. O'Dea made a motion to approve this decision that was seconded by D. Schwert and approved by all.

Holiday Cards/Gifts: The library staff would like to thank the Board for the holiday cards and gifts. They were very much appreciated.

Statistics:

Our monthly statistics for December were an attendance of 2,912, computer use of 244, circulation of 3,772, Overdrive downloads of 139, and Hoopla downloads of 267.

2021 Statistics: Door: 51,330 Computer: 2,527 Circulation: 47,188 Hoopla: 3,490 Overdrive: 1,691

2020 Statistics: Door: 50,396 Computer: 2,137 Circulation: 38,394 Hoopla: 3,235 Overdrive: 2,115

Programs:

The first Finally Fridays concert of the year took place on the 7th. 78 people attended, and everyone thoroughly enjoyed the concert. The Alzheimer's Association will be starting their series on Alzheimer's and Dementia this month. The Medina Historical Society will have their annual Show and Tell presentation in January. The homeschooling group is still meeting at the library once a month; they average about 6-8 people at each meeting. The history book discussion group started on the 5th of January and will run into April. The topic this year is American Icons: Good and Evil, and we will be discussing the lives of Billy the Kid, Daniel Boone, Bonnie & Clyde, and Davy Crockett. The regular children's programs will start up again in February, with storytimes, STEM Club, and Big Kid Book Club. There will be 3 children's programs and one teen program for February break, an alcohol ink craft program for adults and teens, and reading challenges through the month of February for adults and teens.

Policy Review:

Collection Development: The Collection Development policy has been updated. The major changes are in how challenges to materials will be handled. Before a formal complaint is sent to the Board, the Director will create a committee to review the resource and make a decision on whether or not it should stay in the collection. If the patron is not satisfied with the decision, the matter can be taken to the Board for a final decision. The Board would like to add documentation into the policy: at every stage of the challenge process, including an informal complaint, staff handling the situation should document the occurrence. The policy was approved with amendments on a motion by C. Kiebalá, seconded by K. Boice, and approved by all.

Open Meetings: The Open Meeting policy has been updated. Procedures for public comments at the meeting have been added. The Board would also like to specify that if the Board President chooses to allow further speakers at the end of the meeting, the Board can choose to specify that they must speak on a different topic than what was already addressed during the open hearing. This policy was approved with the amendment on a motion by S. O'Dea, seconded by C. Kiebala, and approved by all.

Pandemic Operations Plan: The Pandemic Operations Plan has been updated to comply with new information released by the CDC. The isolation/quarantine section has been updated and minimum staffing levels have been included. The Board would like to add masking requirements in all phases of reopening. The plan was approved with amendment on a motion by C. Kiebala, seconded by K. Boice, and approved by all.

Minimum Staffing Levels: This is a new policy. There must be 2 members of staff present in the library for it to open. If 1/3 of staff members are ill on one day, the library will close to the public, but healthy staff may come into the library to complete necessary tasks. This policy was approved on a motion by C. Kiebala, seconded by S. O'Dea, and approved by all.

By-Laws:

The By-Laws for the library were reviewed. An amendment was proposed in regards to a quorum. If the law allows for remote voting to be counted to make a quorum, the library will also allow it. The amendment will be discussed at the next meeting.

Strategic Plan Review (Year 3):

Goal 1: Improve Access: Niche Academy, a new video tutorial database, has been added to our collection. Our Overdrive collection has been expanded with new financial literacy eBooks. All of the old Board meeting minutes have been digitized. Board games have been added to our circulating collection. We collected surveys from patrons attending programs and have included a questionnaire on our website. We have eliminated fines on juvenile items.

Goal 2: Strengthen Community Connections: Our children's librarian has participated in Beggar's Night, the Olde Tyme Christmas celebration, and storytime at the 4H fair. Kindergarten and 4th grade students have received library tours. A staff member participated in and graduated from Leadership Orleans. We have participated in scavenger hunts for C&HPC and the Lockport Union Sun and Journal and attended the MAP holiday mixer. The library is partnering with Cornell Cooperative Extension for the Digital Literacy Initiative as well as offering a seed bank and seed growing program. The library hosted a fundraiser for PAWS over the holidays.

Goal 3: Team-Oriented Culture for Staff: Staff received a training on the Google Suite in January. In August, we had a staff group activity at 810 Axes for axe throwing.

Goal 4: Facility Improvement: The library purchased the property next door and has the demolition scheduled for spring. Recycling bins were purchased to be used in the library to prevent waste.

Goal 5: Increased Awareness: We did a community wide mailing of a flyer in the Pennysaver this year. Our Google Ad shows a 98.1% increase in viewing our business profile from a Google search. There were 2,533 views of our business on Google.

Meeting was adjourned at 5:24 p.m. on a motion by D. Schwert, seconded by S. O'Dea, and approved by all.

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

Respectfully submitted

S. Covis 1/11/2022