

## **Lee-Whedon Memorial Library**

### **Board Meeting January 11, 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. Open Hearing was closed on a motion by C. Kiebala and seconded by S. O'Dea. It was approved unanimously.

K. Mostyn called the meeting to order at 4:03 p.m.

The agenda was unanimously adopted on a motion by D. Schwert and seconded by C. Kiebala.

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

Financial Reports were distributed for the month of December:

- December Drawer Deposit \$977.30 (Fines \$10.80, Fax \$110, Notary \$7, Lost \$5, Memorials \$275, Gift \$250).
  - Non-Drawer: Square automatic deposit: \$72.85 (Copies, lost book, fax)
- Aging: \$11,563.42, Transactions: \$1,514.40
- Sharon Kleinhans applied for a Sandstone Grant to offset the cost of the Chromebooks purchased for student use in the library. We received \$500 from the grant.
- Applied for Employee Retention Credit. The Employee Retention Credit is under the CARES Act, and it is meant to help employers continue to pay their employees even when closed for the pandemic. Eligible business can receive a refundable tax credit for 50% of up to \$10,000 in wages paid by an employer between March 12, 2020 and January 1, 2021. This is a credit on the 990 tax forms. The library might be eligible for this credit. We have applied to be considered for when the library was closed from April-June 2020.
- S. O'Dea made a motion to pay the bills and was seconded by C. Kiebala. The motion passed unanimously.
- K. Mostyn reminded everyone the salaries appear to be off on the Financial Report again. This is due to the retirement of Suzanne McAllister as noted in last month's meeting.
- The library has not received any PILOT money yet. This usually arrives in February.
- Professional development has been possible this year through webinars. S. Covis attended the NYLA conference online and Kelsie Withey will be starting the Library Skills Academy on January 12<sup>th</sup>. This is a 6 week certificate program that will provide an introduction to libraries and library services, such as selecting, processing, and cataloging materials as well as doing programming and outreach.
- The Financial Report was reviewed and unanimously approved on a motion made by I. Mark and seconded by C. Kiebala.

Our monthly statistics for December were an attendance of 2,545 with no curbside pickups, circulation of 3,102, computer use of 141, Overdrive downloads of 236, Zinio downloads of 37, and Hoopla downloads of 197.

The annual statistics for 2020 were a door count of 50,375 with 222 curbside pickups, computer use of 2,137, circulation of 38,394 print materials, 3,235 Hoopla downloads, 544 Zinio downloads, and 2,115 Overdrive downloads. Our digital collection was used a lot more this year.

### **Nioga:**

There are no new updates on Nioga. They are still looking for a couple of part time workers.

## Lee-Whedon:

**Appoint New Hires:** The Board needs to officially approve the appointments of Jessica Kozlowski as the new desk clerk and Kelsie Withey as the new Children's Librarian. These appointments were unanimously approved on a motion made by C. Kiebala and seconded by I. Mark.

**HVAC Update:** The project is almost completely finished. The air conditioning unit was running today for testing and to balance the system. Paul from Pres is creating a punch sheet of final things that need to be done. Paul checked everything over and says the work was done well. K. Mostyn and S. Covis have been trained on how to use the new heating/cooling software. The new equipment takes up a lot more space in the boiler room. We will need to keep the storage unit for longer. Currently, we are storing leftover building materials, such as paint, carpet tiles, and ceiling tiles. We do not want to get rid of these materials in case anything needs to be replaced. We cannot use the boiler room for storage; we will eventually need to find space in the workroom to store everything. We are waiting for the final invoice from Parise.

**Minimum Wage Increase:** Minimum wage increased from \$12 to \$12.50 an hour on December 31<sup>st</sup>. Everyone who works here already make \$12.50 or more, so there will be no changes from this.

## **Strategic Plan Update:**

- **Goal One: Improve Access.**
  - **Expand virtual library:** The library's digital collection has been expanded with the purchase of new genealogy databases in 2019 and Brainfuse in 2020. We have also digitized the Medina yearbooks; they are now available online. Currently, we are working to digitize past Board meeting minutes to make those available online as well.
  - **Offer relevant programming and materials:** We did have plans to add a circulating board game collection this year. There was interest from community members. This did not happen this year due to the closure, but we are hoping to work on that in the upcoming year. To receive more community input, we have added a survey to our website. This has not been used yet. Due to fewer in house programs, we also had few opportunities to gather in person surveys. We did get a few survey from programs in the fall.
  - **Remove barriers:** In July, the library eliminated late fines. We will see how this has affected our income when it comes time to plan for next year's budget.
- **Goal Two: Strengthen Community Connections**
  - **Participate in community events:** Due to Covid restrictions, staff were not able to attend community events.
  - **Participate in relevant community associations/organizations:** Staff members at the library participate in the Medina Business Association, the Historical Society, Healthy Orleans Network, Medina Area Association of Churches, and the Medina Food Pantry.
  - **Partner with relevant organizations for programming and events:** We have partnered with the YMCA, Medina School District, Medina Business Association, Medina Railroad Museum, and Cornell Cooperative Extension.
- **Goal Three: Team-Oriented Culture for Staff:** The staff has participated in monthly training, including the state-mandated annual sexual harassment training and technology training. We also had the annual staff Christmas party.
- **Goal Four: Facility Improvement**
  - **Building expansion:** We are still working toward this.

- **Environmental Sustainability:** K. Mostyn is looking into new recycling bins to make available in the building for patron use instead of throwing everything away. Unfortunately, due to Covid, eliminating one time use items and reducing use of harsh chemicals has not been possible.
- **Goal Five: Increased Awareness**
  - **Annual mailing to community:** K. Mostyn has looked into the cost of mass mailing our annual report versus including a flyer in the local Pennysaver. A flyer in the Pennysaver that would reach people living in the Medina Central School District, about 8,500 people, would cost \$500. To mass mail the report to everyone with a 14103 address, about 2,100 people, the cost would be around \$450 for postage, and we would also need to pay for printing. A flyer in the Pennysaver would be more cost effective and have a further reach.
  - **Increase online presence:** We have worked toward improving the reach of our Google Ads. In 2019, the ads were viewed by 408 people and had 75 clicks. In 2020, they were viewed by 1,126 people and had 173 clicks.

**Pandemic Plan Update:** The Pandemic Operations Plan has been updated due to new guidelines that have been released. The time an employee must quarantine if they are exposed to or test positive for the disease has been changed from 14 days to 7 days. The employee must isolate and test negative in order to return to work. If the library has been exposed to the disease, the library will now close for 48 hours. This is a change from the 72 hours required previously. Staff may enter the building to disinfect after 24 hours. The amendments to the Pandemic Operations Plan were approved unanimously on a motion made by C. Kiebal and seconded by D. Schwert.

The REALM Project, which has done testing to determine how long the virus lasts on various materials has determined that items should quarantine for 4 days. ALA suggests following the guidelines proposed by this project. Although there are some articles coming out that only a 2 day quarantine is necessary, this is entirely dependent on the environment the items are kept in. We have determined to continue the 4 day quarantine until we are certain that a shorter quarantine time is acceptable.

**Hotspot Policy:** S. Covis has developed a Hotspot Lending Policy for the 5 hotspots available for circulation. The hotspots are currently available for circulation. Before checkout, patrons must read and sign an agreement form, which will be kept at the library. We will still be able to be lend out the hotspots, and they can be returned during curbside pickup; staff will meet patrons at the door to have them sign the agreement form and to pick up or hand out the device. The policy was approved on a motion made by S. O’Dea and seconded by C. Kiebal. The motion passed unanimously.

**Programs:** We are not currently offering any in house programs. S. Covis has changed the first History Group meeting to a Zoom meeting rather than in person. Kelsie is still doing outreach to daycares and Head Start. We have scheduled some programs for February, but we will have to see what the numbers are like to determine whether it is safe to offer them in person.

**Handbook Review:** This section of the employee handbook will be discussed in next month’s meeting.

**Executive Session:** The meeting entered into Executive Session at 4:47 p.m. on a motion made by D. Schwert, seconded by I. Mark, and approved unanimously to discuss the end of the Director and Assistant Director probation periods. K. Mostyn and S. Covis left the meeting.

After discussion among the Board members, S. O’Dea moved and I. Mark seconded that the Board approve the appointment of Kristine Mostyn as Lee-Whedon Library Director after having a successful probationary period. This is retroactive to January 1, 2021. The approval vote was unanimous.

Moved by D. Schwert, seconded by C. Kiebala, effective January 1, 2021, Kristine Mostyn will receive the Lee-Whedon Library Director salary as per contract. Approval was unanimous.

After discussion among the Board members, S. O'Dea moved and I. Mark seconded that the Board approve the appointment of Samantha Covis as Lee-Whedon Assistant Library Director after having a successful probationary period. This is effective January 13, 2021. Approval was unanimous.

Moved by D. Schwert, seconded by C. Kiebala, effective January 13, 2021, Samantha Covis will receive the Lee-Whedon Assistant Library Director salary as per contract. Approval was unanimous.

The Executive Session was adjourned at 5:17 p.m. on a motion by S. O'Dea and seconded by I. Mark and accepted unanimously, and K. Mostyn and S. Covis returned to the meeting.

Meeting was adjourned at 5:19 p.m. on a motion by I. Mark and seconded by C. Kiebala and approved by all.

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

**Respectfully submitted**

**S. Covis 1/12/2021**