

**Lee-Whedon Memorial Library
Board Meeting January 8, 2024**

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

Excused: K. Boice

Open Hearing:

The Open Hearing was held. No one was in attendance. K. Mostyn called the meeting to order at 4:09 p.m.

Adoption of Agenda:

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

Approval of Minutes:

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

Financial/Business Reports:

Financial Reports were distributed for the month of December.

- Deposit: \$3,620.55
- Transaction: (\$3,557.16), Aging: \$18,672.92
- C. Kiebala made a motion to pay the bills and was seconded by D. Schwert. The motion passed unanimously.
- K. Mostyn looked into online bank options for a high-yield savings account. Capital One seems to have the best option, with a 4.53% interest rate. As long as the bank is FDIC approved and able to do business in New York, it is fine for the library to have savings accounts with them. The Board unanimously approved opening a savings account at Capital One on a motion by S. O'Dea and seconded by C. Kiebala. The Board unanimously approved creating three separate accounts connected to the Youde Heady account, retirement account, and M&T Commercial account on a motion by C. Kiebala and seconded by S. O'Dea.

Director's Report:

NIOGA:

Catalog server/app: NIOGA will be eliminating the physical server that hosts our library catalog and moving to a cloud based server. This will help prevent the catalog from going down for hardware issues, which does occur a couple of times a year. The total project will cost \$30,000, which will be paid for out of ALMS.

School District bans: Some libraries in our system have noted that although they have not experienced any book bans, the school districts in their area have. We should keep an eye on our local school district to stay aware if they are experiencing any book bans so we will be prepared should the bans move on to the public library.

NYS Budget: Tom has advised that we continue to advocate with our state legislators to continue to support public libraries. The State Library will no longer be funding Novel NY, which provides the academic databases and resources that libraries in New York are able to access. Because of this, school libraries are planning to ask for a line in the state budget to cover the cost. Tom is worried that if they do that, money might be taken from public library aid. Keep reminding the legislators of the importance of public libraries.

Sexual Harassment Training: Each Trustee is required to receive Sexual Harassment training. NIOGA will be offering a training for Trustees on April 10 at 5:30 p.m. via Zoom.

Lee-Whedon:

Strategic Plan updates: We are entering the final year for our current Strategic Plan. We will need to start developing a new one for next year. Our updates for this year include:

Goal 1: Improve Access: This year, our library eliminated all late fines on our items to remove financial barriers to access to our collection and services.

Goal 2: Strengthen Community Connections: We are continuing to partner with many community organizations. This year, we walked in the Memorial Day parade to be more visible in the community. We also participated in the Murder Mystery event for MAP. Tricia has extended outreach to the homeschool group at the YMCA, and she has also started a homeschooling group at the library to connect with more homeschool families. This year we continued to partner with the Orleans County Digital Literacy group with Cornell Cooperative Extension to offer tech help at the library. We hope to be able to continue this.

Goal 3: Team-Oriented Culture for Staff: We had our annual Christmas Party in the library and continue to have group training sessions.

Goal 4: Facility Improvement: We are continuing to work on a library expansion. We have hired Ivy Partners to perform a feasibility study to determine whether the project scope is possible. In an effort to eliminate one time use items, we will be implementing an intranet for staff where forms, notes, and files can be taken care of digitally instead of notes on paper that will be thrown away after the information is entered digitally.

Goal 5: Increased Awareness: We have started making “Did you know?” ads in print and social media to help promote some of our different services that people might not know about. We have also started advertising in free community calendars to get our name out more.

Cleaning and maintenance: Dave and Sylvia have officially resigned as our cleaners. For now, desk staff have taken over cleaning duties. They are coming in before shifts or staying after to take care of the cleaning and are being paid their regular hourly wage for the extra work. The first ads for a new cleaning service went out this weekend in the Pennysaver. They will also be running in the Daily News and on the Orleans Hub. We have received one proposal so far and are hoping to get a few more before deciding.

Trustee Handbook: Everyone should have received the new Trustee Handbook by now. Starting at the next meeting, we will be going over it page by page to make sure everyone has read and understands the content. Please read pages 1-19 for next time so that we can discuss it together.

Employee evaluations: K. Mostyn and S. Covis are in the process of doing the bi-annual employee evaluations. These will be complete by the next meeting.

FFRPL Annual Report

The Annual Report for the FFRPL fund was presented. It was approved on a motion by S. O’Dea, seconded by D. Schwert and approved by all. The report was signed by C. Kiebalá.

Statistics: Our monthly statistics for December were an attendance of 2,872, circulation of 3,554, computer use of 300, Hoopla downloads of 375, and Libby downloads of 226. The library was closed a few days in December because of the holiday, so the door count is lower. Our year end statistics are a circulation of 51,555, computer use of 4,675, Hoopla downloads of 4,339, and Libby downloads of 2,942. Our physical item circulation is down a bit from last year. We will be working on promoting our physical and digital collections to boost circulation in the coming year.

Programs:

Storytime programs will be starting up again for the winter session starting on January 16th. The monthly HomeCool group will be held this week on January 10th, and there will be a family movie night this Saturday, the 13th. We will be showing Paw Patrol: The Mighty Movie. The monthly teen after school program will be next week on January 17th; we will be making felt pins. There will also be a craft program for teens and adults on Saturday, January 20th where we

will be making paper plants. The History Book Club started last week. There were 10 people in attendance, and we had an excellent discussion. The topic this year is the history of the Erie Canal. There is a school break coming up in February, so there will be a lot of programs for children and teens the week students are off.

Finally Fridays started last week, with a fantastic performance from Creek Bend, who have been performing at the library for 25 years. We put up a large poster with the Finally Fridays schedule on the front window, which has been attracting a lot of attention. There are a lot of new groups in the lineup, so this should be a fun year!

Expansion:

Board Advocacy: K. Mostyn attended the most recent Trustee Handbook book club meeting. In that meeting, it was mentioned that one of the most important roles of Trustees is to advocate for the library. Trustees need to be sure that we are all on the same page in the message we are sending to the community and following through on what we say we will do. In regards to the expansion project, be sure to stick to the FAQs and case materials, so everyone is on the same page with where we are on the project and there is no confusion. There is a legislative meeting coming up that K. Mostyn has passed on the information for. It would be beneficial for someone from the Board to attend to keep the library and our expansion in the minds of the legislators.

Audit:

K. Mostyn handed out the official copies of the Financial Audit from Kristie Beach. Everything looks good. If anyone has any questions, K. Mostyn will pass them on for Kristie to answer.

Budget Prep:

K. Mostyn distributed a preliminary budget plan to the Board. The PILOT money has not been received yet, so K. Mostyn cannot file to see what the tax cap will be. When that information is received, it will be passed on to the Board. K. Mostyn went over the draft of the proposed budget with Trustees with the information we do have. The Board will need to determine K. Mostyn's raise, but it is the Director's responsibility to determine the raises for all other staff members. Trustees will look over the budget to discuss more at the next meeting.

Other:

C. Kiebala will email an updated evaluation form for all Trustees to look over in preparation for K. Mostyn's evaluation.

The meeting was adjourned at 5:12 p.m. on a motion by C. Kiebala, seconded by I. Mark and approved by all.

The next regular Board Meeting is February 12, 2024 at 4:00 p.m.

Respectfully submitted

S. Covis 1/9/2024