

## **Lee-Whedon Memorial Library**

### **Board Meeting January 9, 2023**

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

Excused: K. Mostyn

#### **Open Hearing:**

The Open Hearing was held. No one was in attendance.

S. Covis called the meeting to order at 4:00 p.m.

#### **Adoption of Agenda:**

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

#### **Approval of Minutes:**

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

#### **Financial/Business Reports:**

Financial Reports were distributed for the month of December:

- Deposit: \$765.29
- Transaction: (\$4,088.10), Aging: \$12,531.92
- Per the Treasurer's report, the monthly retirement report has not yet been completed due to their system being down, and the credit card bill had not been received at the time that Ms. Albone looked everything over. She will go over those next month.
- K. Boice inquired why our interest is so low with all the money invested. S. Covis will look into interest rates. K. Boice also inquired about the phone bill being exactly \$100.00. The phone portion of our bill is \$99.98 every month.
- K. Boice made a motion to pay the bills and was seconded by S. O'Dea. The motion passed unanimously.

#### **Director's Report:**

##### **NIOGA**

The trustee training session topics have been decided. The training on March 22 or March 29 will be Library Trustee Responsibilities with Stephanie Cole Adams and the training on October 18 or October 25 is Documents for Library Trustees. All of these will be held via Zoom from 6:00 – 8:00 p.m. Sam sent Tom email addresses for our trustees.

There was no Director's call this month so there is nothing new from NIOGA to report.

##### **Lee-Whedon:**

###### **Holiday Cards**

The staff wishes to thank the board for Christmas cards.

###### **Go-Art**

The library was approved for a grant from Go-Art in the amount of \$3,200.00. The acceptance letter was signed and sent in. The check should come soon.

###### **Construction**

The library received the first 90% of the construction grant funds totaling \$78,343. This will be deposited Tuesday into the Capital Fund account. Sam will try and negotiate interest.

###### **Child Welfare**

We received our annual check from Child Welfare for \$400.00 This money is used for children services such as programming or collection materials.

###### **Kristie Beach**

Ms. Beach will be at the next board meeting to discuss the results of the finalized audit.

### Statistics:

Our monthly statistics for December were an attendance of 2,827, circulation of 3,841, computer use of 328, Libby downloads of 291, and Hoopla downloads of 308. Yearly comparison shows an upward trend in our statistics.

### Programs:

Finally Fridays is off to a good a start with 120 people attending Creek Bend on January 6. Many people have voiced their opinion about keeping the same feel to the musical program, even after the expansion. Patricia has been busy organizing the children's closet and getting her programs ready, which are set to resume on January 17. She will be offering programs for ages 0-2, 3-5, 5-7, and 8-10. February break programs will be held the week of February 20 and will include a Meet and Greet, a drawing program, and a musical program. There will also be Teen programs held during that week as well. Family movie nights are continuing on January 21 with Lyle, Lyle Crocodile, and again on February 25 with Lightyear. The Adult History Book Club is also off to a good start with all registrants in attendance for the first session. The topic is Theories and Conspiracies, with the Salem Witch Trials being discussed first. Sara from NIOGA will be returning to offer free computer instruction. She will be here on January 23 for Excel Basic and again on February 27 for Excel Intermediate. A watercolor bookmark class for Teens and Adults will be held on January 28.

### Other Business:

#### **FFRPL Annual Report**

The Annual Report for the FFRPL money was presented. The grant money, \$1,389.41 was all spent on 24 eBooks and 13 e-audiobooks for our digital collection. It was approved on a motion by K. Boice and seconded by D. Schwert and approved by all. The report was signed by Cynthia and Kristine and will be mailed on Tuesday.

#### **Heady/Youde**

D. Schwert inquired what the spending restrictions were regarding the Heady/Youde money. That money is to be used solely on Children's services. K. Boice thought perhaps that money could fund the children's part of the expansion.

### Strategic Plan Review – Year 4:

**Goal 1: Improve Access:** Niche Academy is still an active database that offers tutorial databases and is available from our website and is also on our KIOSK tablet. We have digitized all our microfilm. We have added Discovery Kits for families and have added the circulation of IPAD's and Chromebooks. We have collected community input for our building expansion.

**Goal 2: Strengthen Community Connections:** We continue to collaborate with the Medina Historical Society, Media Area Partnership (MAP), as well as the school district. Katie Leach, from Cornell Cooperative Extension, continues her in-house training in the library through the Digital Literacy Initiative. Kristine has taken 360 degree photos of all the sandstone buildings and has uploaded them in a database. We partner with the United Way and offer an IT lending Kit for non-profits. We took part in National Night Out and Sam spoke to the new Leadership Orleans class about the library.

**Goal 3: Team-Oriented Culture for Staff:** We had our annual Christmas Party in the library and we participated in a paper flower-making activity at the home of P. Mumau.

**Goal 4: Facility Improvement:** The library signed on with Passero Architects and drew up some architectural designs for our expansion. We demoed two houses and conducted an online survey to get the community involved in our expansion.

**Goal 5: Increased Awareness:** We continue to advertise in the papers and have social media presence on Facebook, Instagram, Pinterest and TikTok platforms.

We continue to stick to our goals, which are included on our website.

The meeting was adjourned at 4:30 p.m. on a motion by D. Schwert, seconded by I. Mark and approved by all.

**The next regular Board Meeting is February 13 at 4:00 p.m.**

**Respectfully submitted,**

**S. Kleinhans 1/10/2023**