

Lee-Whedon Memorial Library

Board Meeting July 10, 2023

Present: K. Boice, C. Kiebala, I. Mark, 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 4:00 p.m.

Re-organization:

The Annual Reorganization Meeting was held. S. O'Dea made a motion to keep the Batavia Daily News as the official newspaper for Lee-Whedon, the Tompkins bank as the official bank, and Webster, Schubel, Meier as the official law office. The motion was seconded by D. Schwert and approved by all.

I. Mark took her Oath of Office for her new term. All present signed Conflict of Interest statements.

Adoption of Agenda:

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

Approval of Minutes:

The June 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 June:

- Deposit: \$666.28
- Transaction: (\$819.31) Aging: \$13,595.67
- I. Mark made a motion to pay the bills and was seconded by K. Boice. The motion passed unanimously.

Director's Report:

Nioga:

System Advisory Committee: NIOGA will be restarting the System Advisory Committee. As the Central Library, Niagara Falls receives additional funding which is to be spent to benefit the system as a whole. The System Advisory Committee consists of two Directors from each county who will meet to discuss how that funding should be spent. K. Mostyn and Emily Cebula from Lyndonville were selected to represent Orleans County for one year.

Lee-Whedon:

Collection Development Policy: NIOGA had a Zoom meeting with Stephanie Cole Adams to go over more information concerning book challenges. She offered some advice for the Collection Development Policy. Following this advice, K. Mostyn has added a new paragraph to our current policy. The new section states that the person filing a complaint against a book must reside in the Medina Central School district, a person can only file one complaint at a time, the form needs to be filled out completely with no photocopies attached, and that after a decision has been made, the title is not eligible for reconsideration. The Board determined that parts of that section need to be rephrased. C. Kiebala made a motion to approve the first part of the new section that specifies that the person needs to reside in the Medina School District and that they can only file one complaint at a time. The rest will be rephrased for the next meeting. The motion was seconded by S. O'Dea and approved by all.

Reviews Completed: K. Mostyn and S. Covis have completed the reviews of the full time and part time staff. Everyone is doing excellent work, and all are very appreciative of the cost of living/performance raises they are receiving this year.

FOL Annual Meeting: The Friends of the Library had their Annual Meeting this afternoon. They approved the Memorandum of Understanding and set the Book Sale dates for August 18 and 25. Volunteers were set to work both of those dates and to set up the day before. Gary Jones was reelected as president. He is also a member of the Steering Committee for the feasibility study, so he spoke about the progress so far.

ALA: The ALA Annual Conference was in Chicago last month. The Community Connect grant from ALA paid travel expenses for S. Covis to attend a workshop during the conference about the grant requirements. Our library will receive 5 laptops to circulate in addition to the 5 hotspots we currently have. The hotspot plans will be paid for another year. During the workshop, we were able to meet people from other libraries participating in the grant and discussed the required programs for the grant period.

Statistics: Our monthly statistics for June were an attendance of 3,865, circulation of 4,227, computer use of 352, Hoopla downloads of 312, and Libby downloads of 209.

Programs: Summer Reading kicked off on Friday with a petting zoo, games, popcorn, and cotton candy. We estimate that we had about 175 people attend. The weather was perfect, and everyone had a great time. The rest of the programs will be starting on Tuesday.

Expansion

Medina NYF: K. Mostyn and C. Kiebalá attended a meeting about the New York Forward grant that Medina has received for Downtown revitalization. K. Mostyn has submitted the application for the grant and has asked for \$1 million. There is a total of \$4.5 million to be distributed among various projects.

Steering Committee: The first Steering Committee meeting was on June 27. Ann from Ivy Partners went over the responsibilities of the committee with the members who attended. A draft of a case study was presented to the group with details about the expansion project. The members are to look over that draft and discuss what they believe should be added or changed based on their own experiences. The group should also start thinking about frequently asked questions that may need to be addressed. All of this information will eventually be gathered and combined to be presented to the contacts that Ivy Partners will be reaching out to. The group will also continue to think of contacts who might be future donors, leaders, or volunteers.

Ann also suggested that we should form a Financial Committee to help manage donations once we are ready to receive them. The committee will make sure the money is documented and spent correctly and that thank you letters are sent promptly. We should be thinking of who should be on this committee.

D. Schwert made a motion to hire a Campaign Coordinator from Ivy Partners to help with the Steering Committee. The motion was seconded by S. O'Dea and approved by all.

Other Business

Evaluations: C. Kiebalá asked if there were any more changes to be made to the evaluation forms the Board will be using. She will type them up and have a finalized copy made ready.

C. Kiebalá also asked if we have heard from the FFA students who were going to come paint the bike rack. We have not, so she will reach out again to see when they will be coming.

The meeting was adjourned at 5:10 p.m. on a motion by K. Boice, seconded by C. Kiebalá, and approved by all.

The next regular Board Meeting is August 14, 2023 at 4:00 p.m.

Respectfully submitted

S. Covis 7/11/2023