

Lee-Whedon Memorial Library

Board Meeting July 12, 2021

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

The Open Hearing was held. Only K. Boice was in attendance as a potential new Board member.

K. Mostyn called the meeting to order at 4:02 p.m.

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

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

The Annual Reorganization Meeting was held.

The Board unanimously voted to have D. Schwert fill out the second year of his term as President and S. O'Dea fill out the second year of his term as Vice President on a motion by C. Kiebala and seconded by I. Mark.

Lee-Whedon's official bank is the Bank of Castile, the official newspaper is the Batavia Daily News, and the official law firm is Webster, Schubel, and Meier. S. O'Dea made a motion to keep our official bank, newspaper, and law firm the same. The motion was seconded by D. Schwert and passed unanimously.

S. O'Dea took his Oath of Office for his new term.

Financial Reports were distributed for the month of June:

- June Drawer Deposit: \$2,360.50 (Fines: \$50.21, Fax \$188.50, Notary \$18, Copies \$75.80, Re-Reg \$24, Memorials: \$1,639, Donations: \$6, Utica National Dividend: \$336).
- Non-Drawer:
 - Square automatic deposit: \$213.71
- Transaction: \$2,117.78, Aging: \$15,179.51
- C. Kiebala made a motion to pay the bills and was seconded by S. O'Dea. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by C. Kiebala and seconded by D. Schwert.

Our monthly statistics for June were an attendance of 5,387, circulation of 4,228, computer use of 206, Overdrive downloads of 112, and Hoopla downloads of 264.

Nioga:

Nioga will be paying the membership for all trustees to join the NYLA trustee group. All trustees have been registered and should be receiving more information soon. Nioga will be offering a Sexual Harassment training via Zoom for Board members. It has been determined that library trustees do fall under the law, and they will need to take this training every year. There will also be a Zoom training on the new Trustee Handbook that will be released for 2021.

Nioga will be funded at the 2019 level. They are not reinstating the four positions they let go because they will still have a setback for this year. They are currently working on their Plan of Service for 2022-2026. They have a survey up on their website for community input. BTOP classes have not yet been reinstated.

The Annual Meeting will be held on Thursday, September 2nd at 5:00 pm at Krull Park in Olcott.

Lee-Whedon:

Trustee Position: Kathleen Boice was unanimously voted into the vacant trustee position on a motion by C. Kiebala and seconded by S. O'Dea. The term will end in 2024.

Parking Lot: Art Hill has finished redoing the parking lot. It has been patched, sealed, and striped.

214 North Ave: On July 6th, we closed on the house at 214 North Ave. We did need to get extra insurance because it is a vacant house. K. Mostyn is working on the construction grant to include the cost of the house, asbestos inspection and abatement, and the cost for demolition. We are hoping to have a salvage company come to the house to see if there is anything that can be saved from the house before it is demolished. Other suggestions were to contact the Fire Department to see if they would be interested in doing a controlled burn of the building for training and talking with the Police Department about using the house for training for their K9, Phoenix.

The library expansion will be a long term project. The library will need to get word out to receive community input and develop focus groups to determine what the new building should include.

Knoxbox: The Fire Chief stopped in today and spoke with K. Mostyn about installing a Knoxbox at the library. This is a more efficient way for firefighters and law enforcement to gain access to the library in case of an emergency. Many businesses in Medina make use of this service. The box would be installed on the outside of the building and would contain spare keys and a security code. The Fire Dept. and Police Dept. would be the only ones to have the master key to open the box. The cost for the box would be \$424. There is also a tamper alarm that can be included in case someone without a key tries to access the box. The Board unanimously agreed to have a Knoxbox installed on a motion by S. O'Dea and seconded by D. Schwert.

FFRPL Grant Agreement: A grant agreement from the Friends and Foundation of the Rochester Public Library was read and agreed to unanimously by the Board on a motion by C. Kiebala and seconded by I. Mark. The agreement was signed by D. Schwert.

Letter to MCSD: K. Mostyn will be sending a letter to the Medina School District requesting the tax money for this year.

Shred it: K. Mostyn contacted Shred it about coming to the library to offer free shredding to the community. They would charge the library \$250 an hour, for a minimum of 2 hours. Ontario Shores Credit Union is offering a free shredding event this weekend, so we will wait for now to do one at the library.

Policies Update: The Resolution to Pay Bills policy was reviewed. It was unanimously accepted with no changes on a motion by C. Kiebala and seconded by S. O'Dea. The Unattended Children policy was reviewed. The only changes were to add that the library is not responsible for the safety of children who are asked to leave the library, and staff may call the police for a child left unattended in the library to be escorted home. This policy was unanimously accepted with the new changes on a motion by S. O'Dea and seconded by K. Boice. The Public Space Policy was reviewed. The only changes made were to add that staff may not espouse their personal beliefs while representing the library, extra tables can be set up if needed for patrons, and adults and teens not accompanying children should not loiter in the children's section. This policy was approved unanimously on a motion by S. O'Dea and seconded by K. Boice. The last policy reviewed was the Technology, Internet, and Services policy. Changes were made to reflect the new chromebox computers. No library card is needed, and staff can provide basic assistance. For anything else, they must schedule a tech tutor appointment. The hotspot policy was also added. This policy was unanimously approved on a motion by K. Boice and seconded by C. Kiebala.

Staff Appreciation: The Board was asked if they would be willing to approve a staff appreciation activity at 810 Axes. The Board unanimously approved this on a motion by C. Kiebala and seconded by I. Mark.

Programs: July 1st was our Summer Kick-Off. Over 500 people attended, and it was very well received by the community. Most of the programs planned for the rest of the summer are full for both children and teens. People are excited to be back at the library.

Meeting was adjourned at 5:15 p.m. on a motion by I. Mark and seconded by S. O'Dea and approved by all.

The next regular Board Meeting is August 9, 2021 at 4:00 p.m.

Respectfully submitted

S. Covis 7/14/2021