

Lee-Whedon Memorial Library

Board Meeting July 13, 2020

Present: I. Mark, C. Kiebala, S. O'Dea, D. Schwert, B. Conners, K. Mostyn, L. Pritchard

No community members in attendance.

K. Mostyn called the meeting to order at 3:58 pm.

Re-Organizational matters were attended to first. The election of officers was held first.

- Both I. Mark and C. Kiebala have completed their terms as Board President and Vice President, respectively.
- S. O'Dea nominated D. Schwert for President C. Kiebala seconded it.
- C. Kiebala nominated S. O'Dea for Vice President and B. Conners seconded it. Both nominations were approved unanimously by the board.
- D. Schwert is now Board President and S. O'Dea is Vice President.

Determination of official newspaper(s), bank(s), and attorney were all deemed satisfactory by the Board.

Administration of Oath of Office was given to C. Kiebala and notarized by L. Pritchard.

The agenda was unanimously adopted on a motion by I. Mark and seconded by C. Kiebala.

The June minutes were unanimously approved on a motion by S. O'Dea and seconded by B. Conners.

Financial Reports were distributed for the month of June:

- June Drawer Deposit \$260 (Memorials \$230, a gift of \$30)
- Aging: \$12,255.46, Transactions: \$-1,524.31
- All trustees in attendance approved the bills on a motion by I. Mark and seconded by C. Kiebala.
- B. Conners made a motion to pay bills and was seconded by C. Kiebala. The motion passed unanimously.
- The credit card was higher than normal because of the purchase of necessary PPE and summer reading supplies.

The Financial Report was reviewed and unanimously approved on a motion made by I. Mark and seconded by C. Kiebala.

Our monthly statistics were reviewed and noticeable lower. D. Schwert asked about evening numbers and wondered if it was necessary to be open till 8 pm. He suggested closing at 6 pm. K. Mostyn will speak to the desk staff and do some rescheduling and will be placing an ad in our official newspaper that will reflect new hours.

Assistant Director Hire

D. Schwert engaged a general discussion on his thoughts on the process. It was unanimously agreed to offer the job to Samantha Covis on a motion by K. Mostyn. S. Covis will need to take the Librarian 1 civil service exam. She will have 6-month probation at \$36,000/yr. which will increase to \$40,000/yr.

Technically, S. Covis can begin anytime, but we will need to hire a new desk staff person to replace her.

NIOGA Board Vote

Board discussed candidates and voted. I. Mark will mail the ballot.

Bush Destruction & Replacement

M. Klepp had Lyon's Collision remove the root ball to the damaged bush. He will be replacing it with a smaller shrub and perennials. L. Pritchard took pictures of removal to keep on file. Our insurance deductible is \$1000, and the official report lists the damage at \$500, so there will be no insurance coverage.

Complaint & Follow Up of Kenneth Ortiz Incident

Kenneth Ortiz has requested a complaint form and received it. At this time he has not filed it with the Library. Kelsie Withey is filing a Sexual Harassment complaint against K. Ortiz for his behavior on 7/1.

D. Schwert will come in on 7/14 at 3 pm to talk with K. Withey and her witness S. Covis.

A letter was sent to K. Ortiz to make him aware that a Sexual Harassment complaint was filed at the Library against him.

K. Mostyn has the final say on banning him

D. Schwert and I. Marks both agree that our security cameras need to be updated and in full working order in case K. Ortiz tries any retaliation.

-K. Mostyn will be calling U&S Services Inc. for a quote.

Update Code of Conduct

Our lawyer in the K. Ortiz complaint, Stephanie Adams, recommends we update our Code of Conduct to include recording on-premises;

“To ensure a respectful workplace and Library experience, filming, photographing, and recording any person, including an employee, without express consent is forbidden. People may also request the ability to film the premises and staff on-site from the Board of Trustees; if the activity will not interrupt work or violate the rights of the employee, it will be allowed. Filming, photographing, or recording minors on Library premises is absolutely forbidden without the written consent of the child's parent or guardian. Credentialed journalists wishing to film in the Library in their professional capacity are exempt from this policy, so long as filming does not interrupt operations or harass patrons with the permission of the Directors and or Board.”

Motion to approve by I. Mark and seconded by C. Kiebala.

214 & 218 North Avenue

Houseman Landscaping has been mowing 218 North Ave for free, this year they are unable to mow because the lot is full of broken glass and the demolished house has not been properly filled and rolled and is too uneven. Board unanimously approved hiring Houseman to clean, roll, and seed lot.

Mostyn spoke with Janice Strianese, the owner of 214 North Avenue, and she will come to the library this summer to discuss the sale of the house.

D. Schwert asked about what we would do with the property after acquiring it and K. Mostyn relayed that Officer Draper from the Medina Police Department has already asked about using the property for K9 training before demolition.

HVAC Project Update

Sealed proposals will be received at Lee-Whedon Memorial Library on Thursday, August 20, 2020, at 1 pm.

Proposals will be publicly opened and read aloud for Heating and Cooling Upgrades. A mandatory pre-bid conference will be held on Wednesday, August 5, 2020, at 9:00 am, at Lee-Whedon Memorial Library.

The Library will be closed for several days for this project.

This was unanimously approved on a motion by S. O'Dea and seconded by C. Kiebala.

New Employee Handbook

C. Cooper rewrote the Employee Handbook as her last official act. I. Mark asked about COBRA and the cost of health insurance for full-time staff once they leave the Library. It was determined that C. Cooper will just pay the Library for her insurance until she goes on Medicare. This will be offered to all full-time staff. K. Mostyn will add it to the employee handbook under Health Care Benefits.

Teen/Adult Programming

All Teen/Adult programming is virtual this year because of COVID-19 restrictions
JUV programming is in-house for July with all necessary precautions being taken.

The children seem thrilled to be back in the library and are not hindered by their masks or social distancing.

-D. Schwert was concerned about social distancing and space for tutors and students if the school does open.

-K. Mostyn said we need to wait till the school has developed a plan before we can know what we can do to help them. This can be better addressed at the August meeting.

D. Schwert wanted the phone numbers of all board members to be available to him. K. Mostyn reminded him that they are listed on our website on a password protected page. The trustees all supplied their number to D. Schwert.

The meeting was adjourned at 5:38 pm.

The next regular Board Meeting is August 10 at 4:00 pm

Respectfully submitted

L. Pritchard 7/14/2020