

Lee-Whedon Memorial Library

Board Meeting July 8

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

The Open Hearing was held.

C. Cooper called the meeting to order at 4:02 p.m.

The Annual Reorganization Meeting was held.

- D. Schwert made a motion to have I. Mark fill out the second year of her term as President and was seconded by C. Kiebala. The motion passed unanimously. This is the last year of I. Mark's second term as President.
- S. O'Dea made a motion to have C. Kiebala fill out the second year of her term as Vice President and was seconded by B. Conners. The motion passed unanimously. This is the last year of C. Kiebala's second term as Vice President.
- Lee-Whedon's official bank is the Bank of Castile, the official newspapers is the Batavia Daily News, and the official law firm is Webster, Schubel, and Meier. C. Kiebala made a motion to keep our official bank, newspaper, and law firm the same. The motion was seconded by S. O'Dea and passed unanimously.
- Belinda Conners took her Oath of Office which was notarized by C. Cooper.

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

The June minutes were unanimously approved on a motion made by D. Schwert and seconded by C. Kiebala.

Financial Reports were distributed for the month of June:

- June Deposit \$842.54 (Fines \$351.25, Fax \$285, Notary \$19, Lost \$32.94, Memorials \$80)
 - Square automatic deposit: Fax \$29.99 and Fines \$108.94
 - Total cash & credit deposits: Fax \$314.99 and Fines \$460.19
 - Checks deposited \$14,273.79 (IRS credit of \$14,133.79 and Excellus \$140)
 - K. Mostyn found an IRS credit for small employer health insurance premiums. S. Kleinhans filled out the paperwork and we received 2 previous years of credit.
- Aging: \$9,113.26, Transactions: \$14,760.43
 - All trustees present read and initialed the reports
- C. Kiebala made a motion to pay the bills and seconded by S. O'Dea. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by B. Conners and seconded by S. O'Dea.
- D. Schwert enquired about our bank balance from last year compared to this year. At the end of June 2018 we had \$635,098 in our accounts; approximately \$83,000 less than this year.
- Our budget has a balance of \$38,250 for the 2018-2019 year. C. Kiebala made a motion to move that money to our Capital Fund. The motion was seconded by I. Mark and passed unanimously.

Our monthly statistics for June were an attendance of 8,388, circulation of 5,277, Overdrive downloads of 127, Zinio downloads of 50, and Hoopla downloads of 268.

K. Mostyn explained the new Strategic Plan. One of her workshops addressed this for the Leadership and Management Academy.

Gloria Smith did not work out as a desk clerk. She has been replaced by Kelsie Withey. C. Kiebala made a motion to appoint Kelsie Withey as a Library Aide at \$12.00/hour after her 3 month probation of \$11.50. The motion was seconded by I. Mark and passed unanimously.

C. Cooper encouraged the Board to hire an independent Treasurer. K. Mostyn attended a workshop led by Rebecca Smith Aldrich who essentially said the OSC wants to see an independent Treasurer when they audit you. A motion was made by S. O'Dea to appoint Cassidy Albone as the Board Treasurer. The motion was seconded by C. Kiebala and passed unanimously. She will work approximately 2 hours per month at \$20/hour. C. Cooper will amend the By-Laws for approval at the next meeting to reflect this change.

C. Cooper received one bid for the parking lot reseal and restripe. ProSeal will seal and stripe the lot this month for \$1,000. No other bids were received.

Update on 218 North Ave: C. Cooper has contacted National Grid about shutting off service. Stohl has not responded to her calls regarding the asbestos abatement. She will begin working on the proposal for demolition bids. She will solicit bids from Art Hill, Zacher, Mundion, and possibly one more. The proposal will need to consist of the demo and removal of all structures (house and garage), the demo of both concrete pads, filling the basement in, and returning the property to grade. We do not want any of the structures to be used for filling the basement but the concrete would be fine.

C. Cooper has been in contact with Tim Ames regarding meeting with an engineer for the HVAC project. She will inform the board of the meeting as soon as she can set it up.

C. Cooper explained that we have had a difficult time organizing a party for staff due to varying schedules as a show of appreciation by the Board. She suggested that instead of a separate party the Board offer to cater the Christmas party this year as everyone always attends that. She suggested the Board cater the food and the staff provide the desserts.

S. McAllister has suggested that we start a Fridge Fund. Our current refrigerator is quite old and will need to be replaced. Patrons often donate money to use "for staff". She suggested we save that for a fridge instead of buying lunch every once in a while. It will likely take a while to save enough money.

Other Business:

D. Schwert had lunch with Andrew Meier and they discussed the future building addition of the library. A. Meier drew up a quick sketch of what he thought would be nice for the library to do based on our need for more multiuse and community space. D. Schwert distributed copies and will be kept for ideas when we reach that point in the future.

We are providing space for the Kindergarten Initiative for the school. They are meeting with upcoming Kindergartners to make sure they are prepared for school. They will be meeting here on Mondays throughout the summer.

Programs:

- Summer Kickoff was the best ever. We had a great program with monkeys from the Primate Sanctuary in Niagara Falls. The monkeys were fantastic as was the presenter. All ages enjoyed the program.
- Summer reading programs begin Tuesday, July 9 and run through August 9th.

The Board meeting was adjourned at 5:10 p.m.

The next Regular Board Meeting is August 12 at 4:00 p.m.

Respectfully submitted

K. Mostyn 7/9/2019