

Lee-Whedon Memorial Library

Board Meeting July 9, 2018

Present: S. O'Dea, D. Schwert, B. Conners, C. Cooper, S. Kleinhaus

Excused: I. Mark C. Kiebala

The Open Hearing was held.

C. Cooper called the meeting to order at 4:09 p.m.

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

The Annual Reorganization will be postponed until August due to attendance conflicts with I. Mark and C. Kiebala.

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

Financial Reports were distributed for the month of June:

- June 29th Deposit \$914.05 (Re-Reg \$31, Memorials \$206, Fines \$320.10, Fax \$307, Notary \$15)
 - Square automatic Deposit: Fax \$5.83, Fines \$76.28
 - Total cash & credit deposits for Fax \$312.83 and Fines \$396.38
- Aging: \$12,195.65, Transactions: \$11,773.98
 - All trustees present read and initialed the reports
- B. Conners made a motion to pay the bills and it was seconded by S. O'Dea. The motion passed unanimously.
- C. Cooper deposited the copier money on July 5th, \$723.
- S. O'Dea asked why the stats are missing in the agenda sent out on Friday. This is because they aren't calculated until Monday morning.
- The credit card charges this month were mostly from K. Mostyn and L. Pritchard's professional development workshops.
- We purchased new Anti-Virus software from Tech Soup, Bitdefender.
- Our disc cleaner is no longer being serviced and has died. A new machine was purchased from Elm USA.
- The family bathroom door handle broke and Cook was called in to replace it.
- Carpet Doctor cleaned our upholstered furniture. We are happy with the results.
- D. Schwert enquired as to any outstanding bills from the previous fiscal year. We have none so we are in good shape with \$807 remaining from fiscal year 2017-2018.
- PILOT update. We still have not received the remaining portion from the County. K. Mostyn remembered that our lawyer had gotten copies of the contracts from the IDA using FOIA requests. The contracts contained the payment schedule for the ethanol plant. Copies were shown. In a few years they will be back at 100% on the tax rolls and we will receive approximately \$45,000 again.
- The Financial Report was reviewed and unanimously approved on a motion made by D. Schwert and seconded by S. O'Dea.

Our monthly statistics for June were an attendance of 7,382, circulation of 5,914, Overdrive downloads of 100, Zinio downloads of 19, and Hoopla downloads of 193.

NIOGA held a Board President's meeting on June 28. I. Mark and D. Schwert attended. The people who work at NIOGA are very pleasant. 25-30 people attended. Discussed the Board structure and responsibilities of the Trustees. I. Mark will give a report next month. NIOGA asked for issues for upcoming discussion, D. Schwert suggested kids and vandalism.

Erin is doing well at the Correctional Facility. They have offered to make her a full-time, permanent position with benefits. She was thrilled and accepted the offer. We hired Patricia Mumau to replace Erin. She is doing fantastic. She is on the Board at the Yates Community Library. She is a graphic artist, her studio is on Main St. We knew her as a patron prior to applying. Staffing should be stable for now.

C. Cooper and K. Mostyn are meeting with U&S to discuss switching our security system over to them. They currently run our HVAC system and are great to deal with. K. Mostyn had scheduled a meeting with Doyle Securities. They called to cancel due to a mechanical breakdown but they have not called back to reschedule.

D. Schwert asked if we have adequate coverage at night. He came in one night and Susy was upset about a patron. C. Cooper assured him that we do have adequate coverage. There are 2 staff people working, we have cameras, and overall it is quieter at night. Police are always available and they have more of a presence in the area at night.

Turning the Wi-Fi off at night seems to help with after-hours vandalism.

C. Cooper has requested another audit in October with Freed-Maxxick. We have changed several policies and procedures with regards to cash management. K. Mostyn attended 2 more Leadership and Management Academy workshops; this time focused on financial controls and community outreach. She came back with a list of changes that need to be made. C. Cooper will work on having these policies ready for discussion at upcoming meetings.

- Cash Management practices from OSC were shared; many dealing with Online Banking. One example is that a separate computer will need to be purchased and used solely for Online Banking. We are also trying to fix the audit deficiency by involving more people in cash handling procedures and creating a paper trail. D. Schwert offered to help.
- FOL procedures will need to change as well, C. Cooper should not be in charge of their money. She will discuss it with the FOL at their next meeting. Best practices would be to have them give us a check each year which can then be used for the same purposes as now but doesn't require C. Cooper to write a check out each time the money is needed. She is also going to have the FOL update the Memorandum of Understanding.

It is wonderful that K. Mostyn attends these workshops.

The FOL book sale is Friday, August 17th.

C. Cooper distributed a proposed policy for the external hard drive being kept off site. The policy allows her to keep the hard drive with a backup of our financials in her possession. The policy was unanimously approved on a motion by S. O'Dea and seconded by B. Connors. C. Cooper will contact NTW to see if she can borrow their policy and adjust it to our needs and then present it to the Board as an update to this policy.

Beverly Federspiel, the Lockport Director, and 2 of her Board members came to tour the library. She loved our digital sign in the foyer. She thought we had a nice children's area and DVD collection.

Friday afternoon C. Cooper had a visit from our neighbors, right next to our building. Shannon has bought a new house and they plan to sell the property in the next year and would we still be interested in purchasing it. C. Cooper said yes we would, the assessed value is \$65,900. Also the house on the other side is in foreclosure and for sale for \$28,900. C. Cooper proposed making an offer on that property as well. If we change our minds we could always sell it but we could use that space for more parking, particularly for staff. D. Schwert feels we should jump on it; it is in our long term plan to purchase the adjacent house and we are very limited in our parking. C. Cooper will contact Andrew Meier. It is unlikely we will have this opportunity again in our lifetime.

D. Schwert received the NYLA conference mailing. He felt that the workshops were fascinating and as many staff as possible should go. However it is normally held in Saratoga Springs and staff only attend if there are workshops that apply to their job. S. McAllister, C. Cooper, and K. Mostyn plan to attend this year as it is in Rochester.

L. Pritchard learned many things at her conference, through the NYS Library Assistants Association. She is the only person on staff who is a member. This conference pertains to her new job responsibilities, including cataloging and processing. She was very excited about the workshops she attended.

D. Schwert asked about the air handler. Todd Houseman informed us earlier in the year that the HVAC main handler will need to be replaced soon, probably in the next 5 years, but for now it is working fine. It is a major project and will require an architect and multiple bids. At that point, we will contact Mike Niga again to create the architectural drawings and bid packets.

The parking lot sealing and striping did not hold up well. It has only been a year and it needs to be redone. D. Schwert also suggested creating 2 additional handicap parking spaces. C. Cooper will look into having the parking lot redone.

Summer reading programs began this week. There will be kids all over the place.

S. McAllister's story time programs resume tomorrow. She never seems to tire and never does the same thing twice. After 15 years working with young kids she still has the same energy and enthusiasm today as she did then.

The train was discussed again. It is owned by the Falls Road Railroad.

The Board meeting was adjourned at 4:57 p.m.

The next Regular Board Meeting is August 13th at 4:00 p.m.