

**Lee-Whedon Memorial Library  
Board Meeting June 10, 2024**

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

**DRAFT**

**Open Hearing:**

The Open Hearing was held. No one was in attendance. K. Mostyn called the meeting to order at 4:00 p.m.

**Adoption of Agenda:**

The agenda was unanimously adopted on a motion by C. Kiebala and seconded by D. Schwert.

**Approval of Minutes:**

The May minutes were unanimously approved on a motion by S. O'Dea and seconded by K. Boice.

**Expansion:**

Ron Balcerzak was in attendance to provide guidance on the library expansion. The cost estimate was discussed and Mr. Balcerzak explained what the various fees entailed as well as possible places to trim back the cost. The Board discussed next steps to take. We will need to determine what a tax increase would cost each taxpayer. K. Mostyn and C. Kiebala will work on finding that information. The Board will be meeting with Passero on June 14<sup>th</sup> to discuss their next contract and next steps.

K. Mostyn has reapplied for the M&T community grant as well as a grant through the USDA. The state construction grant has opened for next year, and K. Mostyn will be working on that application as well.

**Financial/Business Reports:**

Financial Reports were distributed for the month of May.

- Deposit: \$3,666.71 (5/14) & \$495.30 (5/31)
- Transaction: (\$1,395.24), Aging: \$12,926.09
- I. Mark made a motion to pay the bills and was seconded by C. Kiebala. The motion passed unanimously.

**Director's Report:**

**NIOGA:**

**Barker:** The Barker library is open in their new building!

**Annual Dinner:** K. Mostyn handed out a Public Library Trustee Ethics statement that was distributed at the annual meeting for Trustees to look over.

**Lee-Whedon:**

**Spongy Moth Caterpillars:** One of the evergreen bushes in the front garden is infested with Spongy Moth Caterpillars. Michael Klepp cannot spray for them, so he recommended someone for us to call. The caterpillars might move to other plants if they are not taken care of. K. Mostyn did contact someone to come and spray but has not received a quote from them yet.

**Parking lot:** The parking lot has been sealed and striped. There was one issue that needed to be fixed which has been completed.

**GO-Art:** GO-Art has not received their money from the state yet, so we have not received our money from them yet. K. Mostyn was awarded two \$5,000 grants: one for Finally Fridays and one for sponsoring an artist to run programs during the summer.

**FOIA:** We have received 6 new FOIA requests from FOIA Buddy. It is a registered business that is trying to collect a database of information that people can then pay a membership to access. K. Mostyn is continuing to respond with the required responses.

**Patron issue:** We are having issues with a patron who was previously banned. He has started to call the library again and has been in one time. He has been informed that he is not allowed to enter the building until he has met with the Board. We will be calling the police if he refuses to leave as he is officially trespassed from the building.

**Bench:** The shoe bench that is currently in the children's department will be moving. It has been on loan to us from the historical society, but the daughter of the shoe store's owner will be taking the bench. Someone from the DPW will be coming to remove it sometime this summer.

**Statistics:** Our monthly statistics for May were an attendance of 3,574, circulation of 3,983, computer use of 390, Hoopla downloads of 420, and Libby downloads of 268.

### Programs:

The summer event flyers are now available. The theme this year is "Adventure Begins at Your Library," and we are having a lot of outdoorsy/nature themed programs to go with the theme. There will be programs just about every day again this year!

- Mondays: there will be 4 adult art programs this summer with the artist we are sponsoring with the GO-Art grant.
- Tuesdays: Bookie and See-Saw storytimes as well as teen programs.
- Wednesdays: larger events for all ages.
- Thursdays: Bottega age group with different community members coming in to present.
- Fridays: programs for various ages. Two movie nights: July 26 & August 16.

We are trying out new avenues for advertising this year. Based on community feedback, we have determined that our print ads aren't reaching as many people as we would like. This year, we will have a banner at the top of the Orleans Hub from late June and all through July. We will also run a small ad in the Pennysaver, so there will still be print advertising. We have also included our programs in several event calendars, including Kids Out and About, Orleans County Tourism, Batavia Daily, and the GO-Art event calendar.

### Community:

The Memorial Day Parade was cancelled, so we were not able to walk and hand out the 400 bags we had made up. Tricia contacted the middle school and was able to give away the bags with our summer flyers to grades 3-6.

K. Mostyn looked into the cost for sending out a postcard to everyone in our service population. It would cost \$1700, so we will not be doing that at this time. It is something we might look into with the building campaign.

National Grid reached out about tabling here at the library with representatives from HEAP to help anyone who need help with home energy costs. They will be here on July 1 from 10-2, which is during the Kick Off.

### Other:

K. Mostyn is working on a Conflict of Interest Disclosure document that everyone will need to sign in July along with the usual Conflict of Interest statement.

The meeting was adjourned at 5:26 p.m. on a motion by K. Boice, seconded by I. Mark and approved by all.

**The Reorganizational Meeting is July 8, 2024 at 4:00 p.m.**

**Respectfully submitted**

**S. Covis 6/11/2024**

**DRAFT**