

Lee-Whedon Memorial Library

Board Meeting June 11, 2018

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

Excused: C. Kiebala

The Open Hearing was held.

C. Cooper called the meeting to order at 4:01 p.m.

The Agenda was unanimously adopted on a motion made by S. O'Dea and seconded by D. Schwert, noting the date of deposits should be amended to June 1st.

The May minutes were unanimously approved on a motion made by D. Schwert and seconded by S. O'Dea with the amendment of Unclaimed Revenue to Unclassified Revenue.

Financial Reports were distributed for the month of May:

- June 1st Deposit \$1,016.15 (Re-Reg \$28, Memorials \$180, Fines \$363.15, Fax \$412, Notary \$22)
 - Square automatic Deposit: Fax \$34.95, Fines \$89.02
 - Total cash & credit deposits for Fax \$446.95 and Fines \$454.17
- Aging: \$17,272.89, Transactions: \$-1,958.68
 - All trustees present read and initialed the reports
- D. Schwert made a motion to pay the bills and it was seconded by S. O'Dea. The motion passed unanimously.
- D. Schwert enquired as to what is included in the Other Unclassified Revenue line at the previous meeting. This line includes book sales from Rundel library, fines, notary, subscription refunds, fax, disc cleaning, and lost books.
- Bank of Castile's current CD rate is 0.50% for 12 months.
- Deposited \$16,060.36 from Utica Nation, PILOT, and Rundel on June 1st
- Received dividend payment from Utica National, \$924.75
- Received audit credit from Utica National, \$1,330
- Rundel book sale, \$17.50
- Received PILOT payment from MCSD, \$13,788.11.
 - EDA will be sending the remaining approximate \$1,200 according to Jim Whipple.
 - This is the first year of the reduced payment amount. We will receive approximately \$15,000 for the next 4 years and then WNY Energy will be on the tax rolls.
- C. Cooper and K. Mostyn created an Amended Budget for 2018-2019 to reflect the loss in revenue. The Board reviewed and unanimously accepted the Amended Budget on a motion by I. Mark and seconded by B. Conners.
- The Financial Report was reviewed and unanimously approved on a motion made by S. O'Dea and seconded by I. Mark

Our monthly statistics for May were an attendance of 9,065, circulation of 6,365, Overdrive downloads of 78, Zinio downloads of 32, and Hoopla downloads of 217.

C. Kiebala, D. Schwert, C. Cooper, and K. Mostyn attended the NIOGA Annual Dinner is on May 23rd at Hickory Ridge.

I. Mark will be attending the Presidents of Member Library Boards Meeting on June 28th.

Part 1 of the Awareness Campaign has finished. Crowley Webb's statistics show that we reached 85,000 people in April. It was a digital blast on social media targeting NIOGA residents ages 18-40. Crowley Webb was very pleased with the results and considered it a success.

Our Budget Vote passed 97-5.

Our current security company is Sectel. We have contracted with them for 30 years. They are proving difficult to deal with of late. C. Cooper would like a fully integrated building management system. C. Cooper contacted the school and the Police Chief for suggestions of other companies. MCSD uses U&S services, we already contract with them for our HVAC. The Police Chief suggested Doyle Securities. Doyle Securities will meet with K. Mostyn on Wednesday. C. Cooper will be contacting U&S.

We have had several staffing changes of late. Karen Colquhoun retired in May. Lisa Pritchard was hired to replace her. Lisa's position as a Library Aide has been filled by Cheryl Caldwell. Erin Manning left for a Library Aide position at the Correctional Facility this week. We are interviewing for her replacement.

We are now closed on Saturdays through Labor Day.

We are turning the Wi-Fi off at night again. It is encouraging vandalism at night, as seen on the security footage.

Our family bathroom is currently out of order. The door handle mechanism broke and you cannot lock the door. Dave Cook has ordered a new one and will install it when it comes in.

The Rug Doctor will be here to clean the upholstered chairs on June 15th.

C. Cooper will be on vacation from June 12th through June 27th.

Summer Reading has begun. We have a fantastic cave, created by S. McAllister, in the middle of the library through June 22nd. We will have a climbing wall in the parking lot, a reptile show, hula hooping and much more throughout the summer. S. McAllister was able to go to an assembly at the school to promote our programs and registration is looking good.

The Board meeting was adjourned at 4:47 p.m.

The next Regular Board Meeting is July 9 at 4:00 p.m.