

## **Lee-Whedon Memorial Library**

### **Board Meeting June 12, 2023**

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

#### **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 S. O'Dea.

#### **Approval of Minutes:**

The May minutes were unanimously approved on a motion made by I. Mark and seconded by K. Boice.

#### **Financial/Business Reports:**

Financial Reports were distributed for the month of May:

- Deposit: Two deposits totaling \$11,910.27
- Transaction: (\$4,480.75) Aging: \$12,884.02
- S. O'Dea made a motion to pay the bills and was seconded by I. Mark. The motion passed unanimously.

#### **Director's Report:**

##### **Nioga:**

**Annual Dinner:** K. Mostyn, S. Covis, and P. Mumau attended the Annual Dinner, which was in the new part of Batavia Downs. K. Mostyn thanked the Board for allowing us to attend. At the meeting, Tom mentioned the concerns about state funding and thanked everyone for keeping up with the required Trustee training.

##### **Lee-Whedon:**

**Camera footage:** The police came in to the library to view our security footage because there was a theft at one of the Thomas weekends. Unfortunately our cameras did not reach far enough, but K. Mostyn told the police they could get a subpoena if they needed the footage. They have not asked yet.

**Downtown Revitalization grant:** The location eligibility to submit a project for this funding ends right before the library property. K. Mostyn will submit a project proposal anyways to see if it might get accepted.

**Parade:** The staff marched in the Memorial Day Parade and had a wonderful response. We handed out over 200 bags with summer reading flyers and candy. We saw a lot of kids that were unfamiliar to us, so we hope that we were able to reach a new crowd than just our usual patrons. We also saw many familiar faces. The library will participate in this parade annually.

**Staff evaluations:** We are working on staff performance evaluations. K. Mostyn reviews the full time staff, and S. Covis reviews the part time staff. We will be able to update the Board next month.

**Stark maintenance contract:** Stark is the new name for U & S, which is the company that manages our security cameras, fire system, and intrusion system. They sent us their new maintenance contract to sign. K. Mostyn presented it to the Board in case they want us to look for someone else before signing. Stark has a great system and service, so we will renew our contract.

**Construction grant assurance:** The construction grant application requires a signature from the Board President to give assurance that the library can cover the matching 25% of the project that we are asking for funding for. The grant does not have to be submitted until September 1<sup>st</sup>, so this can wait until we have a better idea of the amount.

**Bullet Aid:** K. Mostyn received a letter from Steve Hawley informing us that he will be distributing bullet aid to NIOGA libraries. We will be receiving \$2,850 in the fall.

**Statistics:** Our monthly statistics for May were an attendance of 3,665, circulation of 4,221, computer use of 399, Hoopla downloads of 351, and Libby downloads of 235.

**Programs:** On Wednesday morning, we will have a group of around 80 sixth graders visiting the library. To finish up June, we will have a class on PowerPoint and Publisher on the 26<sup>th</sup>, and the spring session for story times will be finishing up this week. After that, we will be working on summer programs.

Summer programming will begin on Friday, July 7<sup>th</sup> with the kick-off event. Regular programs will begin the following week. We will be offering programs almost every day. For 3 Mondays, we will have yoga at the library for teens. On Tuesdays, we will have story times for the younger kids in the morning, then teen programs in the afternoon. Wednesdays will be the bigger, all age programs. There will be STEM programs on Thursdays for kids ages 5-10. We will be offering 4 outdoor movie nights, and in the spirit of the theme “All Together Now,” we will be collecting donations for PAWS animal shelter and peanut butter and jelly for MAAC. The summer events flyers were distributed for the Board to look at in more detail.

## **Expansion**

**Passero:** Passero has sent a new agreement form for Phase 2 of the building program. This is all the pre-referendum work, such as engineering drawings and running public forums. K. Mostyn told them that since we were just beginning a feasibility study, we would likely wait to sign this agreement, but she presented the contract to the Board. The Board agrees that we will wait to sign. In the meantime, Passero will be working on 2 new proposed designs to help us lower the cost of the project as a whole. They will also send us two new cost estimates for the new floor plans.

**Ivy Partners contract:** We have sent Ivy Partners the first check for their services. The first Steering Committee meeting will be on June 27 at 6:00 p.m. K. Mostyn sent out letters to everyone who said yes about participating in this committee, which includes around 11 people.

## **Other Business**

**Evaluations:** C. Kiebala presented some proposed changes to the evaluation form the Board uses for K. Mostyn’s performance review. These changes will be adopted for next year.

The meeting was adjourned at 4:50 p.m. on a motion by C. Kiebala, seconded by K. Boice, and approved by all.

**The next regular Board Meeting is July 10, 2023 at 4:00 p.m.**

Respectfully submitted

S. Covis 6/13/2023