

## **Lee-Whedon Memorial Library**

### **Board Meeting June 13, 2022**

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 4:01 p.m.

#### **Adoption of Agenda:**

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

#### **Freed Maxick:**

Christian Townes, a representative from Freed Maxick, was in attendance to present the findings of the library's financial audit for the 2020-2021 fiscal year. The firm found Lee-Whedon to be in compliance with standards and found no material errors.

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

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

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

Financial Reports were distributed for the month of May:

- Deposit: \$11,999.93
- Transaction: \$9,390.36, Aging: \$29,219.60
- May's Financial Statement was approved unanimously on a motion by K. Boice and seconded by D. Schwert.
- S. O'Dea made a motion to pay the bills and was seconded by K. Boice. The motion passed unanimously.

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

##### **NIOGA:**

**Annual Dinner:** NIOGA's Annual Dinner was attended by C. Kiebala, K. Mostyn, S. Covis, S. Kleinhans, and K. Withey. Everyone enjoyed the evening. Jeanne Tuohey was elected for the position of Trustee for Orleans County on NIOGA's Board.

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

**Premium Refunded:** We received a \$203 refund for canceling the insurance on the 214 North house since it has been demolished.

**Utica National:** Utica National approved our claim for the carpet cleaning after the most recent sewage flooding. We received \$1,242 for the claim.

**Roto Rooter/Bowers:** Roto Rooter came for Bowers to power wash the pipes. They power washed the drain from the sidewalk to the road and into the building as well. This cost \$1,900. We have not had any issues since. The carpet tiles have not been replaced yet, but we would like to have someone come in to do that. This was approved unanimously on a motion by C. Kiebala and seconded by I. Mark.

**Appoint New Hire:** We have hired Amanda Wolford to fill the open position at the desk after the recent retirement. She is starting her second full week after completing her training, and she is doing an excellent job so far. The Board unanimously approved the appointment of Amanda on a motion by I. Mark and seconded by S. O'Dea.

**Michael Klepp:** Michael Klepp has requested an additional \$50 to install tubing in the garden to water the plants. S. O'Dea made a motion to approve this. The motion was seconded by C. Kiebala and approved by all.

**Statistics:**

Our monthly statistics for May were an attendance of 4,166, computer use of 357, circulation of 4,052, Overdrive downloads of 168, and Hoopla downloads of 357. Our circulation is about 1/3 lower than it was this time of year pre-COVID, but our numbers are continuing to go up. Summer is our busiest time for circulation and attendance.

**Programs:**

K. Withey just finished the Kindergarten tours this year. We gave out 90 new library cards. Two children's programs about the Erie Canal were scheduled this month through the Young Audiences of Western New York. The first one was cancelled, but the second will be on June 21<sup>st</sup>. The program will focus on the different groups of people present during the early years of the Erie Canal and the impact the canal had on all.

The Summer Reading Program flyers are out. Our Kick Off will be on July 1<sup>st</sup> with an inflatable water slide, lawn games, and bubbles. Programs start on July 5<sup>th</sup> with children's storytimes on Tuesdays, STEM programs with Challenge Island on Wednesdays, Big Kid Book Club on Thursdays, and performers on some Fridays. Teen programs will be on Tuesdays. We will be hosting outdoor movies again this summer on select Fridays. Reading challenges for all ages will be running throughout the summer.

**The next regular Board Meeting is July 11, 2022 at 4:00 p.m.**

**Respectfully submitted**

**S. Covis 6/14/2022**