

Lee-Whedon Memorial Library

Board Meeting June 14, 2021

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

The Open Hearing was held. No one was in attendance.

K. Mostyn called the meeting to order at 4:03 p.m.

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

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

Financial Reports were distributed for the month of May:

- May Drawer Deposit (Fines: \$53.66, Fax \$100, Notary \$12, Copies \$90.65, Re-Reg \$14, Donations: \$1,003, Utica National: \$336, Dollar General: \$1,200, NYSEG: \$1,258.85).
- Non-Drawer:
 - Square automatic deposit: \$146.68
 - Amazon Smile: \$9.96
- Transaction: \$3,898.77, Aging: \$8,145.96
- S. O'Dea made a motion to pay the bills and was seconded by C. Kiebala. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by C. Kiebala and seconded by I. Mark.

Our monthly statistics for May were an attendance of 4,793, circulation of 3,592, computer use of 176, Overdrive downloads of 113, and Hoopla downloads of 317.

Nioga:

Nioga will be paying the membership for all trustees to join the NYLA trustee group. This will start July 1st.

There is legislation in progress that, if passed, would require library trustees to have 2 hours of training each year.

Lee-Whedon:

Staff Salaries: The salary budget for 2021-2022 was presented to the Board and discussed. The current minimum wage for New York is \$12.50/hr. Raises, estimated holiday pay, and extra hours for programming have been considered in the budget.

Fines/Fees: Last year, the Board agreed to suspend late fines until June 30, 2021 due to the pandemic. Normally, we would budget \$7000 of income from fines, this year we have taken in around \$500. So far, waiving fines has not appeared to cause a problem with patrons not returning items. K. Mostyn proposed reinstating fines for adult items but permanently waive fines on juvenile items. This passed unanimously on a motion by C. Kiebala and seconded by S. O'Dea. This will begin July 1st.

Policy Review: The Board reviewed the policies for Gifts/Donations, Memorials, and the Whistleblower Policy. The three policies passed unanimously with no changes on a motion by D. Schwert and seconded by S. O'Dea.

WNYGS Newsletter: Catherine Cooper is a member of the Western New York Genealogical Society, so she receives the newsletter, and she brought an article in the newsletter to our attention. The writer had visited our library and described and praised our local history collection.

HVAC Issues: We have been having trouble with air conditioning in the building over the past few weeks. We have had to call Parise several times to send out a tech because the air does not turn on. The issue is in the settings for the equipment. Since the HVAC originally started up in December, the air conditioning settings were not correct. We will have to wait for someone from the manufacturer to come fix it. In the meantime, we will have to continue to call Parise to have someone come reset it if the air conditioning does not turn on.

Safety Plan Updates: Due to changes in state requirements and recommendations, K. Mostyn has proposed some changes to our current safety plan. We have already eliminated quarantining of returned library materials, and we are still requiring patrons to wear mask in the library until the county is at 50% fully vaccinated. Other changes were discussed, such as eliminating staff health checks, opening all public computers, eliminating self-checkout, and reducing the disinfection of public areas to once per day. The Board would still like the children's area to be disinfected multiple times a day, but all other changes were unanimously approved on a motion by I. Mark and seconded by C. Kiebala.

Trustee Position: Bel Connors has been sent a letter informing her that in following with our Bi-Laws, her unexcused absences at three consecutive meetings have been considered as her resignation from the Board. The Board will consider potential replacements to be appointed to her position for the duration of her term. The term will end in May 2024.

214 North Ave: The contract for the purchase of the house has been signed by both parties, and the closing date is July 1st. The house should be empty by closing. The Board discussed what could be done with the house once we own it, whether we demolish it or decide to offer the house or building materials to people or organizations who might make use of them rather than sending it to a landfill.

We are still waiting for the fence to be installed on the 218 North property. This is scheduled for June 30th.

Parking Lot: Art Hill has patched the parking lot. They will be returning to seal and stripe the lot, but we are waiting on a confirmation date for this.

Programs: Both children and adult programs have been well attended. This Saturday was our last Saturday open for the summer. The Summer Reading flyers are now available. Kick-Off for Summer Reading is on July 1st. It will be a petting zoo with kangaroos and will take place on the 218 lot. The theme for summer is Tails and Tales, so there will be several presenters visiting the library with animals. We will also be offering outdoor movies on select Fridays in July and August. The first movie will be on our Kick-Off date on July 1st.

Meeting was adjourned at 5:07 p.m. on a motion by S. O'Dea and seconded by C. Kiebala and approved by all.

The Reorganizational Meeting is July 12, 2021 at 4:00 p.m.

Respectfully submitted

S. Covis 6/15/2021