

## **Lee-Whedon Memorial Library**

### **Board Meeting March 11**

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

Absent: B. Conners

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 by I. Mark and seconded by S. O'Dea.

The February minutes were unanimously approved on a motion made by C. Kiebala and seconded by S. O'Dea.

Financial Reports were distributed for the month of February:

- February Deposit \$1,027.74 (Fines \$364.64, Fax \$269, Notary \$19, Lost \$163.84, Memorials \$50, Programs \$66)
  - Square automatic deposit: Fax \$10.52 and Fines \$86.86
  - Total cash & credit deposits: Fax \$279.52 and Fines \$451.50
- Aging: \$8,941.16, Transactions: \$8,654.37
  - All trustees present read and initialed the reports
- Received Utica National refund, \$1,040
- Received movie license refund, \$538
- C. Cooper received \$3,000 from Go-Art for "Finally Fridays!"
- Received \$21,599 for PILOT
- C. Cooper renewed the CD at 2.8% for 13 months at Five Star
- Another CD is up on March 14<sup>th</sup>. C. Cooper suggested we put this in a money market for the time being, the board agreed.
- C. Cooper distributed the Annual Report. I. Mark made a motion to approve the report and was seconded by C. Kiebala. The motion passed unanimously.
- C. Cooper distributed her "Finally Fridays!" financial report. This year she received \$2,158.69 in donations to put towards next year's performance. The Board congratulated Catherine on all her hard work making this program so successful.
- D. Schwert made a motion to pay the bills and it was seconded by S. O'Dea. 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 February were an attendance of 4,260, circulation of 5,976, computer use of 406, Overdrive downloads of 113, and Hoopla downloads of 237. February is a short month and we were closed on several days (holiday/weather) resulting in lower statistics for the month.

NIOGA's second workshop, on running a Board meeting, was cancelled due to weather and has been rescheduled for March 29 at 9:30 a.m. C. Cooper and C. Kiebala will be attending.

C. Cooper and K. Mostyn are meeting with the Railroad Museum to discuss the train on Tuesday, March 12.

C. Cooper is still waiting to hear about the new PILOT for the solar panel farms in Ridgeway.

Cheryl Caldwell has left the library as of February 27<sup>th</sup>. We have hired Gloria Smith to replace her. S. O'Dea made a motion to appoint Gloria Smith as the new desk clerk. The motion was seconded by C. Kiebala and passed unanimously.

The Annual Vote is May 14<sup>th</sup>. Belinda Conners term is expiring this year.

Bower's replaced the hot water heater on March 7<sup>th</sup>.

C. Cooper presented two options for the book drop and mail drop locations. Option 1: steel inserts could be placed inside the current units, approximately \$4,000 plus labor. Option 2: install a smoke alarm in the foyer or boxes. The board preferred the smoke alarm option. C. Cooper will get quotes.

C. Cooper explained that fireproof cabinets would cost \$4,000 each to replace the current cabinets in the Quiet Room. The board felt this was important and wondered if the cost could be included in our next Construction Grant. If not, D. Schwert suggested we purchase one in each upcoming fiscal year. D. Schwert also enquired as to the microfilm cabinet's fire resistance. C. Cooper will follow up.

C. Cooper has contacted Able about replacing the electrical panel but has not heard back.

The emergency drill with Lt. Draper had to be rescheduled. Our new training date is April 4<sup>th</sup>.

The MCSD is currently having classes held in the library so we cannot tour the library during school hours. C. Cooper will be working with Jennifer O'Toole to schedule something soon.

M. Klepp has informed us that he will only be doing our gardening from now on, no lawn mowing. C. Cooper will enquire as to whether or not he will be doing the raking and spring cleanup. The board wants to know what the adjustment in cost will be. C. Cooper will contact several local businesses about quotes for lawn mowing and maintenance.

Stohl gave us the quote for asbestos removal at 218 North St, \$10,900. C. Cooper suggested we hold off until July to have the work done as it will be easier to include for the next Construction Grant. The Board agreed and felt we should schedule the demo to immediately follow the abatement in late July. C. Cooper will solicit quotes for that work.

C. Cooper received the tax bill for 218 North St. C. Cooper and S. Kleinhans filled out the tax exempt paperwork.

The 10<sup>th</sup> grade English tours have finished. All the students were well behaved and seemed to enjoy the library. The tours were focused on their upcoming research assignments. Samantha Covis gave a presentation on how to use our academic databases and searching our catalog for source material. We also explained our glading system.

We will be working on the budget at the next meeting. Please be prepared.

All trustees read pages 65-80 in the Trustee handbook.

- C. Kiebala asked if our bandwidth was sufficient. It is as much as we can get at this time.
- Do we receive eRate? No, the form is still difficult and tedious. Plus we would have to install filtering software on all computers.
- We need to create a Technology Plan.

- C. Cooper asked if all the trustees had their 5 minute elevator speeches ready. They are working on them.
- We do not currently have an annual area wide mailing. It is costly. The board suggested including it in the Pennysaver or Hometown News as a flyer or ad. C. Cooper will check prices.
- The FOL is a separate entity from the library and their money is kept separate from ours. Mary Zangerle is the President of the FOL and they meet annually in August.
- 1<sup>st</sup> Amendment? We have an internet use policy and a statement of parental responsibility. We do not use any filtering software.
- Do we have a policy for police enquiries? Yes, staff do not give out any information and police are referred to either the Director or Asst. Director. They need a subpoena for access to any of our records. We do allow them to view our security footage but they need a subpoena to take a copy of the footage.
- We do have a patron complaint policy regarding materials. There is a form at the front desk.

Please read pages 81 - end of the handbook for discussion at the next meeting.

#### Programs:

- The next MHS is Strings and Things: Homemade Entertainment.
- History Discussion Series' is ongoing.
- March's Family Movie Night is Ferdinand.
- BTOP computer classes for March are Windows 10 and File Management.
- S. McAllister continues to offer weekly and monthly programming for children.

The Board meeting was adjourned at 5:02 p.m.

**The next Regular Board Meeting is April 8 at 4:00 p.m.**