

**Lee-Whedon Memorial Library
Board Meeting March 11, 2024**

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

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 K. Boice and seconded by S. O'Dea.

Approval of Minutes:

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

2024-2025 Budget:

C. Kiebala presented the proposed budget for 2024-2025. The total budget is \$654,960 and does not require an increase in the tax levy. S. Kleinhans spoke to the group about how retirement payments are billed and handled. The board unanimously approved the proposed budget on a motion by D. Schwert and seconded by S. O'Dea. We will not need to hold a budget vote this year.

Financial/Business Reports:

Financial Reports were distributed for the month of February.

- Deposit: \$7,046.37
- Deposit includes the insurance claim from Utica National from the bathroom flooding, County funding, and the LLSA check.
- Transaction: (\$30,054.74), Aging: \$14,013.96
- Transaction includes a bill from Houseman to repair our air handling unit as well as a bill from ServPro for cleaning after the bathroom flooding.
- I. Mark made a motion to pay the bills and was seconded by K. Boice. The motion passed unanimously.

Director's Report:

Lee-Whedon:

Annual Report: K. Mostyn submitted the Annual Report at the end of February. Printed copies will be available for the Board at the next meeting.

Parking lot: The library will be closed on Saturday, May 18 to seal and restripe the parking lot. Get Sealed Now will be doing the work. The Board discussed whether it would be beneficial to add an extra handicap parking spot at that time. We have the minimum spots required for our occupancy, and an extra spot would not frequently be needed. K. Mostyn will look into purchasing a sign that can be put out as needed.

Sustainable Libraries Initiative: NYLA has paid for membership access to the Sustainable Library Initiative for one year for all NYLA members. K. Mostyn has watched the webinar introducing the membership and the resources available. Since we have access to the resources for a year, this is something we can start working on now rather than waiting for the expansion. There is a membership cost associated should we choose to join.

FFRPL agreement: We received the contract for the Friends and Foundation of the Rochester Public Library funds for this year. We will be receiving \$6,338 to be spent on circulating reading material. C. Kiebala signed the agreement.

Trustee Petitions: K. Mostyn ran an ad about the upcoming Trustee term that is ending. K. Boice's term is up this year. She will be running again. There are petitions available at the desk should anyone else be interested in running. Candidates need 25 signatures from Medina school district residents. The petitions are due back to K. Mostyn by April 12.

Fire inspection: U&S came to do the annual fire inspection. They tested the alarms, sensors, and detectors. Everything is working correctly.

Northwest HYS: K. Mostyn checked with Northwest about a High Yield Savings account. They had the same response as Capital One and are not available for businesses to use.

Statistics: Our monthly statistics for February were an attendance of 4,239, circulation of 3,899, computer use of 346, Hoopla downloads of 407, and Libby downloads of 269.

Programs:

Finally Fridays was a success this year! All of the new bands were well received. Attendance is steadily increasing.

Programs coming up for the rest of March: Teen program & HomeCool Wednesday, March 13; Family Movie Night Friday, March 15 (we will be showing the movie *Wish*); iPad introduction class Monday, March 18; Mobile Planetarium from Challenger Learning Center in Lockport on Thursday, March 21; Orleans County Health Department will be offering a program on Wednesdays on Diabetes prevention; drop in craft on Saturday, March 23 for the MAP Easter Scavenger Hunt. The Village of Medina Community Forum will be held at the library tomorrow, March 12, at 6 p.m. All 7 candidates running for the Village Board will be here to answer questions.

Early April programs: Spring Break is the first week in April, so there will be programs for children and teens that week; AAA Defensive Driving Course will be on Thursday, April 4; Sun Book Folding class on Saturday, April 6; Solar Eclipse Party Monday, April 8 with sun and moon themed snacks, crafts, and Bingo. We will have some solar eclipse glasses available that day. We have already been handing out hundreds of the glasses to people coming into the library.

Expansion:

K. Mostyn sent out an executive summary to everyone who participated in the feasibility study, including committee members and those who were interviewed. The letters provide a summary of the findings of the study as well as next steps. We will start working on putting together the building committee to finalize the design based on the study results. Invitations have been extended to a few new people so far, and we will continue to recruit members for the committee. We are hoping to have some people with building experience to join to get a better idea of how reasonable the quote for the cost is. Once the design has been finalized, we can have Passero make the architectural drawings. The next building committee meeting will be on March 27.

One of the recommendations from Ivy Partners was to reach out to someone from the Hoag library who was involved in their building project to get an idea of what the process was like for them and what went well or didn't go well. The Board will be meeting with Kevin Doherty tomorrow to discuss the building project.

Ivy Partners has provided us with a proposal for Phase 2 of the fundraising campaign to look over to determine if we would like to continue working with them. K. Mostyn distributed the proposal for the Board to review.

Trustee Handbook Review:

Before the meeting, everyone read pages 20-39 of the new Trustee Handbook. These pages were discussed to make sure no one had any questions. Everyone should read pages 40-60 for next time.

The meeting was adjourned at 5:31 p.m. on a motion by C. Kiebala, seconded by S. O'Dea and approved by all.

The next regular Board Meeting is April 15, 2024 at 4:00 p.m.

Respectfully submitted

S. Covis 3/12/2024