

Lee-Whedon Memorial Library

Board Meeting March 12, 2018

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

Excused: C. Kiebala

The Open Hearing was held.

C. Cooper called the meeting to order at 4:02 p.m.

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

The February minutes were unanimously approved on a motion made by D. Schwert and seconded by B. Conners.

Financial Reports were distributed for the month of February:

- February Cash Deposit \$1,013.53 (Re-Reg \$17, Memorials \$70, Fines \$419.08, Fax \$328, Notary \$17, Lost \$27.50, Programs \$110)
- Square Deposits: Fax \$43.76, Fines \$90.64, Lost \$68.70, Re-Reg \$2.89, Programs \$85.87, Memorials \$38.90
- Amazon Smile donation: \$9.34
- Aging: \$8,749.56, Transactions: \$1,625.40
 - All trustees present read and initialed the reports
- Received County Funding \$2,663.80
- Pilot Library Tax received \$93.96
- Rundel book sale received \$5.50
- \$797 in copier money was deposited 2/28
- Due to a time conflict today, we have scheduled a special meeting for the Budget on March 26
- K. Mostyn contacted Vitec regarding Freed Maxxick's recommendation for security testing. It will cost \$500 for a thorough internal test of our networks and internet security. Any work that they suggest following the testing will be billed at their normal hourly rate. The board will discuss the issue later in the spring.
- C. Cooper is still waiting on her Go-Art funding for Finally Fridays! 2018.
- A motion to pay the bills was made by I. Mark and seconded by D. Schwert. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by S. O'Dea and seconded by D. Schwert.

Our monthly statistics for February were an attendance of 7,322, circulation of 6,492, Overdrive downloads of 109, Zinio downloads of 27, Hoopla downloads of 181, and computer use of 562.

C. Cooper submitted Mary Ann Braunbach's re-election nomination to NIOGA.

The PR campaign for 2018 will have a different format than previous years. Instead of the CheckOut Challenge Crowley Webb has created 3 three week social media campaigns. They will run in April, September, and December/January. April will focus on National Library week, September will focus on National Library Card Sign up month, and December/January will focus on technology that was received as holiday gifts. Our contribution to the campaign is \$1,000; each library was asked to contribute based on their size.

The NIOGA Annual Dinner will be held at Hickory Ridge on May 23.

The Presidents of Member Library Boards are meeting on June 28 at NIOGA. I. Mark plans to attend.

C. Cooper submitted the Annual Report for last year.

Judith has completed the mural and been paid in full. The total cost was \$6,246.25 including paying Mr. Miller for the cut-outs and their installation, \$1945.25. The remainder of the memorial money for Maryellen Dale and Elaine Jamele was used.

Chuck from Able Electric has moved all of our internet equipment from the old unit to a wall mounted unit in the back room. He also labeled all of the cords for us. He will be back to run new cabling soon. This project will be paid for with the Ortt Bullet Aid we received in 2017.

We had our Fire Inspection on March 8th. We need to replace a battery on one of the emergency exit signs and we need to have Sectel come and check our fire alarm pulls.

C. Cooper reviewed our insurance. We have \$1,000,573 in coverage for the building and \$1,170,428 in coverage for the contents of the building.

Three of our desk staff attended a training workshop at NIOGA on March 5th. They learned about the work done at NIOGA and also attended a customer service training.

Mr. Doctor will be coming to our staff meeting on March 19th to discuss techniques for dealing with rambunctious teens.

L. Pritchard would like to attend the NYSLAA conference in Corning June 6-8. She is the only certified Library Assistant on staff. It will cost approximately \$350. A motion was made by S. O'Dea and seconded by I. Mark to have her attend. The motion passed unanimously.

C. Cooper distributed a cost breakdown for this year's Finally Fridays! program.

C. Cooper will contact Panek Coating to schedule the building cleaning.

This year's Annual Meeting will be May 7th and the vote on May 8th.

March Programs:

- Finally Fridays! has finished for the year
- BTOP classes on March 7th were well attended
- History book group continues to be popular
- Ancestry & DNA testing was well attended
- Paint n Sip March 16th
- S. McAllister's second North Wing program is March 15th
- S. McAllister and S. Kleinhans will have a booth set up at the YMCA March 16th
- Family Movie Night showing of Coco is March 23

The Board meeting was adjourned at 4:55 p.m.

The Budget Meeting is March 26 at 4:00 p.m.

The next Regular Board Meeting is April 9 at 4:00 p.m.