

**Lee-Whedon Memorial Library  
Board Meeting March 13, 2023**

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

**Open Hearing:**

The Open Hearing was held. No one was in attendance. S. Covis called the meeting to order at 4:00 p.m.

**Adoption of Agenda:**

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

**Approval of Minutes:**

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

**Financial/Business Reports:**

Financial Reports were distributed for the month of February:

- Deposit: \$836.89 (deposited 3/1/23)
- Transaction: (\$26,891.29), Aging: \$11,368.98
- K. Boice made a motion to pay the bills and was seconded by S. O'Dea. The motion passed unanimously.

**Director's Report:**

**Trustee Position:** The Trustee position that will be up for renewal this year is currently held by I. Mark. She will be running for the position again, and has received the petition she needs to fill out to be reelected. The petition requires 25 signatures from people living within the Medina School District, and the petition needs to be returned to K. Mostyn no later than April 7<sup>th</sup>.

**Annual Report:** K. Mostyn has completed and submitted the NYS Annual Report.

**FFRPL:** The Friends and Foundation of the Rochester Public Library has issued us a new contract, which was signed by C. Kiebala. This year we will be receiving \$2,453.23, which is more than we received last year. This money is given as an anonymous grant to supplement our book budget.

**Burris:** The carpets were supposed to be cleaned by Burris over President's Day weekend but he was unable to make it that day. A new date has been scheduled for Saturday, April 29, so we will be closed that day.

**Interest earning savings account:** At the meeting in January, it was suggested that the library look into adjusting the interest rates we are receiving on our bank accounts. So far, our M & T savings accounts have all increased to 2.5%, from .1% and .02%. K. Mostyn has been discussing ideas with Five Star, and it was discovered that we were incorrectly coded as a personal account, instead of a municipal account. Now that we are coded correctly, we are able to take advantage of T Bills, which work like a CD, but are for a shorter length of time. K. Boice suggested placing any money we do not need to use between now and November into this account.

**Ivy Partners:** S. Covis distributed a promotional flier from Ivy Partners. K. Mostyn met with a representative to discuss our fundraising options for the expansion. This company was used by Hoag Library for their building project and came highly recommended. They charge a monthly flat rate. It was suggested that we look into other options, but in the meantime, the board granted permission to pursue a contract with them.

**MCS D Meeting:** K. Mostyn and S. Covis met with the Medina School District Superintendent Mark Kruzynski regarding bonding. He was not completely sure how the bonding process would work for us, but he gave us the name of a fiscal advisor from Syracuse who could help us find the best rates to bond. According to L. Erickson at NIOGA, the library will be our own bonding authority. We do not need to bond with the school; however, this would require a public vote.

**Patron:** A patron that we had previously banned called and inquired whether he was allowed back in the library. A letter was sent to him informing him that he was allowed back in, however, he was told that he needs to meet with K. Mostyn and C. Kiebala first to go over the rules of the library. He claimed to have never received the letter so K. Mostyn emailed him a copy.

**Statistics:** Our monthly statistics for February were an attendance of 3,712, circulation of 3,826, computer use of 386, Libby downloads of 222, and Hoopla downloads of 306.

**Programs:** Our programs are going strong. Craft programs are popular. P. Mumau has had lots of children at her storytimes. She is doing a Saturday program for children called Matisse Mache, which is a papier mâché class inspired by the artwork of Henri Matisse. The first class was canceled March 4 due to weather so will be extended by a week into April. S. Covis is doing a new after school program for teens, with her first one on Wednesday, March 15. So far, she has 5 kids signed up. S. Kleinhans will have movie night on March 31, showing Puss in Boots. Sara from NIOGA will be here again on March 29 at 10:00 to teach Google Applications.

**Executive Session:** The board entered Executive Session at 4:24.  
The board reconvened at 5:22.

**Budget:** The board was given two options for the 23-24 budget. They will reconvene on Thursday, March 16 at 2:30 to approve the budget. Suggested changes will be made to the preliminary budget forms and will be sent to board members through their email prior to Thursday's meeting.

**Handbook:** S. Covis handed out an Employee Handbook for each board member to keep, which lists all job descriptions.

The meeting was adjourned at 5:31 p.m. on a motion by K. Boice, seconded by I. Mark and approved by all.

**The next regular Board Meeting is April 10, 2023 at 4:00 p.m.**

**Respectfully submitted**

**S. Kleinhans 3/14/2023**