

Lee-Whedon Memorial Library

Board Meeting March 14, 2022

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

Excused: C. Kiebala

Open Hearing:

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

K. Mostyn called the meeting to order at 4:01 p.m.

Adoption of Agenda:

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

Approval of Minutes:

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

Financial/Business Reports:

Financial Reports were distributed for the month of February:

- Deposit: \$32,602.20 (Drawer: \$9,146.09)
- Transaction: \$23,234.15, Aging: \$14,474.45
- The Financial Statement was unanimously approved on a motion by S. O'Dea and seconded by D. Schwert.
- I. Mark made a motion to pay the bills and was seconded by K. Boice. The motion passed unanimously.

Director's Report:

NIOGA:

Meeting with SirsiDynix: SirsiDynix is the vendor that provides our catalog. This meeting was to explain new features and updates to the catalog. There is a new app for the catalog that patrons can use to view their account, manage their checkouts, and place holds on items. SirsiDynix is working to become more mobile friendly. There will also be some changes to the staff side of the catalog to make it more user friendly.

NYS Budget: In the proposed NYS budget, \$20 million in funding is being cut from the Construction Grant. NIOGA urges everyone to reach out to their representatives to get this funding reinstated before the budget passes. The vote will be in early April.

Sexual Harassment Trustee Training: NIOGA will be offering another virtual Sexual Harassment training for Trustees with Stephanie Cole Adams. This is for anyone who was not able to attend the last training. Sexual Harassment training only needs to be completed once a year.

Annual Dinner: The Annual Dinner will be back in person on May 18th. The location is still to be determined, but will potentially be in Orleans County this year.

Lee-Whedon:

Passero Associates Consult: This past week, we met with Passero Associates, an architecture firm based in the Rochester area that has experience working on library projects. They provided us with several project profiles with information on other library work they have done in the area. These were distributed to the board members. The Board is encouraged to visit these libraries to check out the work. Passero is happy to come out to meet with the Board if they would like to discuss the project. If the Board decides to hire them, they will come out to evaluate the location, create a building plan, and meet with focus groups to begin the project. K. Mostyn will also look into

architecture firms in Buffalo to see if there are others in the area that have experience with library projects. There will be further discussion about this at the next meeting.

Sandstone Project: K. Mostyn has been working with the Sandstone Society to begin the project of photographing sandstone buildings. They have selected 18-19 buildings to photograph with the 360-degree camera. We will begin visiting the locations and start photographing them soon.

Chromebooks: The 5 Chromebooks are now available to be checked out by patrons. The laptops and iPads are not available yet as we need to find different software to lock them down before lending.

Middleport Trustee: A Trustee from the Middleport library reached out to us with some questions about policies as they are looking to update some of theirs. This Trustee had multiple good things to say about our library, staff, and the programs and services that we offer to the community.

Garden Signs: K. Mostyn purchased two more signs to label the new plants that have been added to the garden. The signs that we already have seem to be holding up well.

Statistics:

Our monthly statistics for February were an attendance of 4,082, computer use of 246, circulation of 4,134, Overdrive downloads of 186, and Hoopla downloads of 328.

Programs:

Lee-Whedon will be offering a Read and Seed program in partnership with Cornell Cooperative Extension. They will be coming to the library to share tips on seed starting and will be offering a seed bank again this year. The seed bank they offered a few years ago was very popular. We will also be collaborating with MAP. We have applied to be a location for their Murder Mystery event in May, and we are waiting to hear back from them. We have been very busy with programs. The last Finally Fridays concert was on March 4th. There were 123 people in attendance, which was the most for the year. We also received over \$800 in donations for next year. Craft programs for teens and adults have also had excellent turnout. Some of the craft programs have had so much interest we have had to offer a second session so that more people could attend. Storytimes, STEM Club, Big Kid Book Club, and Family Movie Night continue to be offered for children and families each month. Students have their Spring Break in April, so there will be several programs for children and teens during that week.

Other:

Resignation: We have received a resignation from Megan who has been offered a full time position elsewhere. We will be sad to see her go. Tuesday, March 22 will be her last day, and we will begin looking for someone to fill the position at the desk.

Policy Review:

Masks: We have received strong pushback from our library patrons about our continued mask mandate since the schools have dropped their requirement. We received a letter from a parent requesting that we change our policy and have had some patrons who refuse to come into the library while we continue requiring masks. D. Schwert moves to change our policy to masks encouraged, rather than required, for library visitors. Masks will still be required for staff while in the public space. This motion was seconded by S. O'Dea and approved by all.

Photography/Recording: Several libraries have been visited by people performing First Amendment Audits. These are people who come into libraries and other public spaces looking to record a confrontation with staff members who they believe are violating their rights. Our current photography and recording policy only applies to what the

library can do, and we do not have a policy about what visitors to the library are able to do. Stephanie Cole Adams has provided a template for a photography/recording policy that libraries are encouraged to adopt. This has been distributed to the Board for review. The Board would like this to be a separate policy in addition to our current policy. K. Mostyn will work on modifying the policies so that we have one for staff members and one for patrons. The Board will discuss these policies at the next meeting.

Strategic Plan:

Expansion: D. Schwert presented a handout of points for consideration for the library expansion. These are steps that we will need to be thinking of as we move through the project.

Meeting was adjourned at 5:15 p.m. on a motion by K. Boice, seconded by S. O'Dea, and approved by all.

The next regular Board Meeting is April 11, 2022 at 4:00 p.m.

Respectfully submitted

S. Covis 3/15/2022