

Lee-Whedon Memorial Library

Board Meeting March 8, 2021

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

The Open Hearing was held. No one was in attendance. A Zoom link to the meeting was posted on the library's website for anyone who wished to join.

K. Mostyn called the meeting to order at 4:05 p.m.

The agenda was unanimously adopted on a motion by B. Conners and seconded by I. Mark.

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

Financial Reports were distributed for the month of February:

- February Drawer Deposit \$938.00 (Fax \$164, Notary \$17, Memorials \$590, Copies \$69.10, Re-Reg \$17, Programs: \$55).
- Non-Drawer:
 - Square automatic deposit: \$215.15
 - PILOT: \$18,869.80
 - County: \$2,664
 - Summer Readers Grant from Nioga: \$300 for last year's summer programs. We will be receiving an additional \$300 for this summer.
- Transaction: \$12,219.87, Aging: \$14,599.92
- C. Kiebala made a motion to pay the bills and was seconded by B. Conners. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by B. Conners and seconded by C. Kiebala.

Our monthly statistics for February were an attendance of 2,762 with 2 curbside pickups, circulation of 3,801, computer use of 138, Overdrive downloads of 165, Zinio downloads of 43, and Hoopla downloads of 348.

Nioga:

The state is requiring libraries to have the Annual Dinner. It is required in the bi-laws, but it was waived last year due to the pandemic. It will not be waived for this year.

Governor Cuomo has not extended permission to hold Board meetings over Zoom. The current permission expires on March 16th, so if it is not extended by then, we will need to have our Board meeting in person next month. About 50% of the Nioga libraries are currently holding their Board meetings in person.

Lee-Whedon:

Trustee Petition—S. O'Dea: S. O'Dea's term as a library Trustee is expiring this year. He has until April to have his petition filled out and returned to the school. He is currently running unopposed. This is a 5 year position.

Director's Call: About a quarter of the Nioga libraries are offering in-house programming, including Lee-Whedon. Patrons seem to be comfortable with the in-house programs, and there have not been any problems getting people to wear masks and follow precautions.

Patron Survey: We have put out a survey in order to receive input from patrons about our current services. Overall, the responses have been extremely positive. Most people stated that we offer excellent service. There were a few

recommendations for services we could offer in the future. One request was a community paper shredding event at the library. This is a service that we have discussed in the past. The library would pay for a company to bring in the necessary equipment, and we would offer the service to the public for free.

Patrons are also missing Finally Fridays concerts. K. Mostyn did apply for the Go Art grant to pay for Finally Fridays next year, so we are hoping for bringing the concerts back for 2022.

Plumbing: On Thursday, we had to call Bower's Plumbing from Albion. The sewer was blocked, and one of the patron bathrooms was flooded with grey water coming up through the floor drain. Bower's was able to clear the blockage. We will be putting up more signage in the bathrooms, reminding patrons not to flush items down the toilets.

Service Masters will be coming in to clean and sanitize the bathroom, the floor in the bathroom hallway, and the carpet in the back workroom where there was also leakage. Once Service Masters is finished cleaning and sanitizing, they have to leave up fans, humidifiers, and air purifiers for 48 hours. This will cost \$1900. K. Mostyn has filed a claim with Utica National to see what can be covered by our building insurance.

We are also hoping to eventually replace the carpet tiles that have been contaminated. We have extra carpet tiles in the storage unit from the renovation, but we would need to hire someone to install them.

Proposed Budget: The proposed budget for 2021-2022 was distributed to Board members for review. The expected income is essentially the same as this year. The only anticipated change is a decrease in income from fines. We do anticipate the need to quarantine returned materials at least through the fall, if not longer. The Board approved waiving fines until June 30th this year, but we will need to discuss extending that date if we decide to continue waiving fines. The total anticipated income would be: \$610,000. We will not need to hold a vote because we are not changing the tax levy.

The proposed budget has been determined by the current year's spending so far as well as any anticipated changes and expenses for the upcoming year. The salary line will stay the same as last year. Part-time staff will receive a \$1 pay raise. Minimum wage typically increases around \$.75 a year. Full time staff will receive pay raises as well. Kelsie Withey's probationary period will be ending on July 1st, so her salary will increase to \$32,000.

The proposed adjustments to the budget to accommodate the new income amount are as follows: The building insurance line will be decreased by \$700. We usually receive a rebate from them at the end of the year. The utilities line will be decreased by \$500. The new HVAC system will hopefully help lower utilities as it should be more energy efficient. Retirement will be decreased by \$1000 with staffing changes. The computer system line will be decreased by \$3000. We recently replaced all of the patron computers, as well as some staff use computers, so we do not anticipate the need to spend as much on computers in the upcoming year. \$692 will be taken from the book budget, and \$1000 will be taken from the programming budget with the hopes that we can increase that again when the funding is available. \$100 will be added to the phone budget, and \$500 will be added to the office supplies line, due to the need to continue purchasing Personal Protective Equipment.

The budget will be approved officially at the Annual Meeting.

EDIA Policy: The Equity, Diversity, Inclusion, and Anti-Racism Policy is a new policy that is not yet required, but it is strongly recommended that libraries have one. Our policy is based on one from the Oregon State Library System, which has a toolkit K. Mostyn is also using to evaluate the library's collection for diversity and inclusion. This policy was approved unanimously on a motion made by I. Mark and seconded by B. Connors.

Handbook Review (Leave of Absence through Sexual Harassment): Military leave, Family Military leave, Emergency Response leave, and Domestic Violence Victim leave has been added to the Leave of Absence section. These are newly included under the Family and Medical Leave Act. Probationary Periods of Employment is a new section, but it is essentially what we are already doing. This policy will be amended to include how the Director will determine if the employee is suitable to continue in the position after the probation period. The library has a checklist that is used to evaluate the employee. Promotions and Public Relations are new policies. A new sentence has been added to the Quarantine policy. Employees who are not personally ill but are required to quarantine are able to do so but must present verification proving the necessity of the absence. A new paragraph has been added to the Resignation section. If an employee is absent for 5 consecutive working days without notification, the absence is considered a resignation on the date of the first absence. Retirement, Screening for Cancer, and Security Cameras are new sections to the handbook. All other policies remain the same.

Programs: The library is offering in-house programs. Kelsie offered programs for school aged children during February break, and the programs were full and well-received. S. Covis has been offering craft programs, a paint and sip, the history book club, and the regular monthly book club. Joy will be offering a crochet program in April.

Other: K. Mostyn received a letter in the mail from the Friends and Foundation of Rochester Public Library. They received money that they are distributing to libraries in Monroe, Orleans, Livingston, Ontario, Wayne, and Genesee Counties. The amount each library will receive is based on a rolling three year average of circulation. There are specific rules that must be followed when spending the money. It can only be used to purchase circulating reading materials. In addition, we would have to set up a separate account for the money, track our spending, and save all receipts. We would have to develop and present a report for approval to the Board on what the money was used for, and then the report would be sent to the committee of the FFRPL. This a completely anonymous contribution, and there can be no publicity associated with the spending about who the money came from. The anticipated amount we would receive for next year would be \$6,743. K. Mostyn should be receiving more information soon.

Meeting was adjourned at 4:58 p.m. on a motion by B. Connors and seconded by I. Mark and approved by all.

The next Regular Board Meeting is April 12, 2021 at 4:00 p.m.

Respectfully submitted

S. Covis 3/9/2021