

Lee-Whedon Memorial Library

Board Meeting May 10, 2021

Present: C. Kiebala, S. O'Dea, D. Schwert, K. Mostyn, S. Covis

Excused: I. Mark

Absent: B. Conners

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

K. Mostyn called the meeting to order at 6:31 p.m.

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

The April minutes were unanimously approved on a motion made by C. Kiebala and seconded by S. O'Dea.

Financial Reports were distributed for the month of April:

- April Drawer Deposit \$5,746.42 (Fines: \$32.36, Fax \$136.50, Notary \$23, Memorials \$50, Copies \$44.90, Re-Reg \$19, Donations: \$23, Rundell: \$26.40, Insurance: \$1080.82).
- Non-Drawer:
 - Square automatic deposit: \$273.01
- Transaction: \$-9,667.38, Aging: \$12,029.50
- S. O'Dea made a motion to pay the bills and was seconded by C. Kiebala. The motion passed unanimously.
- Utica National Dividend: \$969.45
- Earned \$965 in interest on Wilkinson CD, temporarily moved to Youde/Heady account
- Received Go-Art Grant for Finally Fridays: \$2,700
- Rundell Book Sales: \$26.40
- NIOGA SRP grant: \$300
- NYSEG Rebate for the HVAC upgrade: \$1,258.85
- \$1080.82 received from insurance to pay for damage to the carpet from the sewer flooding
- We are over \$3,891 in office supplies on the Financial Report. This is due to purchasing PPE. We are hoping to receive some of that back through the Covid grant that NIOGA received.
- The Financial Report was reviewed and unanimously approved on a motion made by D. Schwert and seconded by S. O'Dea.

Our monthly statistics for April were an attendance of 3,107, circulation of 3,591, computer use of 175, Overdrive downloads of 154, and Hoopla downloads of 264. These numbers are still about 47% under 2019 numbers.

Nioga:

Nioga is offering Sexual Harassment Training to Board Trustees. They want 2-3 members from each library's Board to attend. This will be offered through Zoom.

Nioga has confirmed that they will be funded at 2019 levels. This is still a decrease from what they should have received in 2020, so they are not rehiring the positions they let go. The construction grant for this year has increased, however, and there will be \$550,000 to 600,000 for the Nioga library system.

The Orleans Digital Literacy initiative is still operating. United Way and Nioga are working together on this. They are meeting with the four library directors in Orleans County to get involved with the grant.

Lee-Whedon:

Volunteer and FOIA Policies: There have been patrons asking about volunteering at the library. We do not currently have a policy for volunteers, so K. Mostyn has developed one. C. Kiebala asked about a minimum age requirement. It was decided to include in the policy the age range of 8th grade and up. This policy with the change was approved on a motion by S. O'Dea, seconded by C. Kiebala and approved unanimously.

The Freedom of Information Act Policy is a new policy. We have more detailed information on what the library is allowed to say and do under the act, but we did not have a policy in place. This policy was approved on a motion made by C. Kiebala, seconded by S. O'Dea and accepted unanimously.

Parking Lot: When K. Mostyn contacted companies in the fall to fix the parking lot, Pro Seal was the only one who responded, but they never sent in a quote. In April, K. Mostyn contacted Pro Seal, Art Hill, and Finnefrock. Art Hill is the only one who responded. They submitted a quote for \$1,795 to fill in the potholes, seal, and stripe. Since the Board approved work to repair the parking lot in September, the deposit of one-third of the amount has already been submitted to Art Hill for this work.

North Ave: The completed and signed contract was received today for the purchase of 214 North Ave. It is to be purchased for \$90,000 with July 1st as the closing date. Since we are not keeping the house, we have waived the survey and home inspection. It was agreed in the contract that the seller could take anything she wanted from the house.

At the other North Ave property, J&L Lawncare has done the leveling and clean up to prepare the lot for summer reading programs. It still needs topsoil and grass seed, but it should be ready for summer. Fairview Fencing will be putting in a 4 ft. chain link fence along the west edge of the property. This will cost \$1,700. All of this will be paid for by the construction grant.

2021-2022 Budget: The proposed budget for 2021-2022 was reviewed. The proposed budget was approved unanimously on a motion by C. Kiebala and seconded by S. O'Dea.

Programs: Programs have all been in person and have been going well. Kelsie has been hosting in person storytimes as well as visiting daycares. She is also starting a STEM club for school aged children. The first date is May 19th, and the sign up is full. There are two craft programs in May and one in June for teens and adults. The May programs are also full. Planning for summer reading has begun. We are hoping for all in person programs this year. The kick off has already been scheduled for July 1st. We will be using the empty lot on North Ave to have a petting zoo with a baby kangaroo.

Meeting was adjourned at 6:53 p.m. on a motion by S. O'Dea and seconded by C. Kiebala and approved by all.

The next Regular Board Meeting is June 14, 2021 at 4:00 p.m.

Respectfully submitted

S. Covis 5/11/2021