

Lee-Whedon Memorial Library

Board Meeting May 13

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

Excused: I. Mark

The Open Hearing was held.

C. Cooper called the meeting to order at 6:01 p.m.

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

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

Financial Reports were distributed for the month of April:

- April Deposit \$1,470.62 (Fines \$429.94, Fax \$391, Notary \$18, Lost \$56.83, Memorials \$375, Programs \$33)
 - Square automatic deposit: Fax \$77.32 and Fines \$51.03
 - Total cash & credit deposits: Fax \$468.32 and Fines \$480.97
 - Checks deposited \$1,023.46 (\$288 Book Shoppe's 50% of Book Pages, \$3 Refund, \$672.46 Utica National, \$50 NIOGA prize, \$15 donation))
- Aging: \$9,447.76, Transactions: \$-19,490.60
 - All trustees present read and initialed the reports
- C. Kiebala made a motion to pay the bills and seconded by S. O'Dea. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by D. Schwert and seconded by B. Conners.
- C. Cooper transferred \$250,000 from KeyBank Corporate to Bank of Castile Corporate on Friday, May 10th to cover our operating costs for the remainder of the fiscal year.
- C. Cooper will now refer to late fines as "extended use tributes".

Our monthly statistics for April were an attendance of 7,016, circulation of 6,499, computer use of 438, Overdrive downloads of 76, Zinio downloads of 33, and Hoopla downloads of 229.

The NIOGA Annual Dinner is Wednesday, May 22 at the Quality Inn in Batavia. D. Schwert, C. Cooper, and K. Mostyn will be attending. The FOL donated a basket of chocolate from Della's. They also donated \$300 to the Barker Library Fund.

The Annual Budget Vote is tomorrow, May 14th. The Assistant Clerks and Inspectors of Election was unanimously approved on a motion by S. O'Dea and seconded by C. Kiebala. Assistant Clerks are Gary Caldwell, Sandra Tompkins, Mary Ann Underdown, Lissa Cotter, Sharon Kleinhans, and Kristine Mostyn. Inspectors of Election are Pat Kennedy, Jan McCloy, John Underdown, and Mary Hare. Catherine Cooper was appointed Chief Inspector of Elections.

We passed our Fire Inspection on April 16th.

C. Cooper and S. Kleinhans attended a State Comptroller workshop. C. Cooper stated that it was very informative and the presenters were very good. They spoke about getting audited and what they look for during an audit. Auditors focus on checks and balances, policies, and procedures. They also spoke about the Fraud Triangle which is something they often come across in audits. The three sides are Motive, Opportunity, and a Change. The change is often gambling debt or some other type of mounting debt that they need to pay off. NFL and LOC have been audited by the OSC.

The NYS retirement system needs a new Standard Work Day for our employees. C. Kiebala made a motion to adopt the resolution and was seconded by S. O'Dea. The motion passed unanimously.

Be it resolved, that the Lee-Whedon Memorial Library hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employee's Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body, Kristine Mostyn.

C. Cooper received a letter from NIOGA asking for an estimated amount of future Construction Grant needs. The Board knows that we need to replace our current HVAC system and estimate that at \$80,000. We will also be purchasing, demolishing 2 houses, and expanding the library. The board estimates that to be \$850,000. C. Cooper will inform NIOGA that our estimated need for the next 5 years is \$930,000.

C. Cooper received a request from Upward Bound to use our parking lot as a drop off/pick up point for approximately 10 kids throughout the summer. They usually use the school parking lot but it will be under construction this summer. S. O'Dea made a motion to approve use of our parking lot and was seconded by B. Conners. The motion passed unanimously.

K. Mostyn created a new library card flyer and completed this year's Summer Reading flyer. The Board was particularly impressed with how professional the SRP flyer was.

C. Cooper was contacted by a group in Oklahoma to digitize the 1950-2018 yearbooks. They finished that process last month. K. Mostyn has created a website for the digitized Medina High School yearbooks. She is in the process of uploading them to the new website. A link can be found on the 'books, movies, databases and more' page, under the Digital Library tab on the library's website. The board would like to us to place an ad on the Hub once all of the 1960's yearbooks have been added.

Programs:

- The last MHS of the season was about D-Day and very well attended.
- S. McAllister has finished story times for the spring. She is currently busy with off-site visits and tours.

Other Business:

D. Schwert attended the recent BTOP program on PowerPoint. He learned a lot and wanted to tell everyone how fantastic Sara is.

Terry Henty, from the Railroad Museum, came over to speak with C. Cooper. Terry explained that they are unable to move the engines at this point in time. They need special equipment as the tracks have sunk and are unusable and the engines themselves are leaning because of it. C. Cooper invited D. Schwert and S. McAllister to speak with her while she was here.

D. Schwert spoke with her about their future plans for the trains. The Museum is hoping to purchase the land they are currently storing the engines and food car on, directly adjacent to the library. They hope to open the food car as a Snack Shack with a small playground for children. D. Schwert suggested that we could cut a hole in our hedges and create a special crosswalk for children to connect the library and museum. This has several issues that would need to be researched including having the crosswalk guarded, insurance and liability. D. Schwert would like to continue to have an open dialogue with Terry. The other trustees agreed that it was in the library's best interest to continue partnering with the Museum.

S. McAllister set up to have the Newfane students who are touring the Railroad Museum also come to the library.

D. Schwert requested C. Cooper solicit bids for resealing and striping our parking lot this summer. She will contact Benben, ProSeal, and Eric Gross.

Thomas the Train will be here this weekend, May 17-19. We will place our no parking signs at the entrance and exit for the parking lot. This year the event will be charging a \$10 entrance fee for the activities. A Disney rep is currently staying in Medina to oversee the event.

The FOL book sale consistently takes in \$150 in donations each month. They are currently receiving a lot of paperback donations.

The Board meeting was adjourned at 6:52 p.m. on a motion by C. Kiebala and seconded by B. Conners. The motion passed unanimously.

The next Regular Board Meeting is June 10 at 4:00 p.m.

K. Mostyn 5/14/2019