

## **Lee-Whedon Memorial Library**

### **Board Meeting May 13, 2024**

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

#### **Open Hearing:**

The Open Hearing was held. No one was in attendance. K. Mostyn called the meeting to order at 6:00 p.m.

#### **Adoption of Agenda:**

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

#### **Approval of Minutes:**

The April minutes were unanimously approved on a motion by D. Schwert and seconded by C. Kiebala.

#### **Financial/Business Reports:**

Financial Reports were distributed for the month of April.

- Deposit: \$976.25 (General); \$6,338.58 (FFRPL)
- Transaction: (\$5,688.19), Aging: \$11,252.58
- S. O'Dea made a motion to pay the bills and was seconded by I. Mark. The motion passed unanimously.

#### **Director's Report:**

##### **NIOGA:**

**Barker/Newfane/Middleport:** The Barker library is hoping their new building will be ready and open in June. There have been many delays with the building. Newfane has hired a new library Director. It is the current Middleport Director, so Middleport library will now be looking to hire a new Director. Newfane is scheduled to reopen May 28.

**Trustee training:** The DLD is looking to add consequences for Trustees who do not complete their required 2 hours of training. It will most likely be a suspension for the Trustee. This will not begin until January. All of our Trustees have completed their required training.

##### **Lee-Whedon:**

**Window cling:** We got a new window cling to advertise summer programming. It is on the front window of the library. Unlike the Finally Fridays poster, this is a different kind that you can see through from inside the library so that it does not block our view of the entrance.

**Memorial Day Parade:** We will be walking in the Memorial Day Parade again this year. A couple of staff members are unable to attend, but everyone else will be there handing out bags with our summer flyers in them.

**Construction Grant 24/25:** The State has approved a \$10 million increase to the Construction Grant budget. Tom suggested that everyone should put in their requests for any bigger projects now because we do not know if this increase will last.

**Tompkins account blocks:** We have put ACH blocks on two of our savings accounts at Tompkins bank so that money cannot be wired out. Both Sharon and Kristine took fraud prevention trainings that recommended doing this. It cost \$35 per account to block. There are a couple of other accounts we can also look into blocking.

**MSDS complete:** Sharon completed a binder with all of the MSDS information. It is kept with the cleaning supplies in the janitor's closet.

**Team Building:** It has been a couple of years since we did a team building activity with the staff. K. Mostyn would like to ask the Board's permission to book an event at a splatter room in Batavia for the staff. The Board approved the activity on a motion by C. Kiebalá, seconded by K. Boice, and approved by all.

**Statistics:** Our monthly statistics for April were an attendance of 4,658, circulation of 4,731, computer use of 377, Hoopla downloads of 444, and Libby downloads of 248.

### **Programs:**

We are wrapping up our regular programs and getting ready for summer. The regular children's programs will be finishing up the week of June 10<sup>th</sup>. Summer flyers will be ready by the Memorial Day Parade, and we will be passing them out during the parade. The theme this year is "Adventure Begins at Your Library."

Upcoming programs:

- Sara from NIOGA will be teaching a tech class on Internet Safety on May 17 and a class on Managing your Digital Life on June 24.
- Someone from the Medina hospital will be coming on May 15 to give a presentation on their services.
- LifeSpan will be presenting on Financial Wellness on May 21. The program will provide information on budgeting and avoiding scams.
- The Western New York Genealogical Society will be giving an Introduction to Genealogy program on June 5.

### **Community:**

The library participated in MAP's Murder Mystery day again this year on May 4. Joy dressed up as a character giving a clue for the game and had 100 people come in to see her for the event.

### **Policies:**

The By-Laws, Code of Conduct, and Health and Safety policies were all reviewed by the Board. A few changes were made to the Code of Conduct. The two policies and the By-Laws were all approved with the changes on a motion by C. Kiebalá, seconded by D. Schwert, and approved by all.

**Strategic Plan FY 24-27:** The new Strategic Plan for 2024-2027 was reviewed by the Board. The Strategic Plan was accepted on a motion by C. Kiebalá, seconded by K. Boice, and approved by all.

### **Expansion:**

Passero sent us a new proposal for their services in the next stages of the building project. The proposal covers the pre-referendum services all the way through project completion. The Board should look over the proposal and be ready to discuss it in an upcoming meeting.

### **Trustee Handbook Review:**

Everyone should read pages 61-75 of the Trustee Handbook for the next meeting.

The meeting was adjourned at 7:00 p.m. on a motion by C. Kiebalá, seconded by S. O'Dea and approved by all.

**The next regular Board Meeting is June 10, 2024 at 4:00 p.m.**

**Respectfully submitted**

**S. Covis 5/14/2024**