

Lee-Whedon Memorial Library

Board Meeting May 7, 2018

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

The Open Hearing was held.

C. Cooper called the meeting to order at 6:00 p.m.

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

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

Financial Reports were distributed for the month of April:

- April 30 Deposit \$1,162.45 (Re-Reg \$51, Memorials \$50, Fines \$447.82, Fax \$369, Notary \$24, Lost \$71.93, Programs \$77)
- Square Deposit: Fax \$54.48, Fines \$98.28
- Aging: \$12,700.90, Transactions: \$6,325.40
 - All trustees present read and initialed the reports
- I. Mark made a motion to pay the bills and it was seconded by C. Kiebala. The motion passed unanimously.
- Received: \$3,000 RBDB grant from NIOGA to digitize microfilm. This grant is through WNYLRC.
- Utica National refunded us \$924.75
- Copier took in \$674
- Deposit \$314 on April 30 (Book Shoppe, NIOGA, Junior Library Guild - \$10 for bounced check fee)
- Deposited \$3,674 on April 12 (RBDB grant and copier money)
- Investments follow up
 - MTB: 3 months at 1.25% then drops to 0.05% and must have \$10,000 new to the bank. We cannot shift money from another account for the CD.
 - Bank of Castile: 14 months at 1.55%. C. Cooper will check if there is a minimum amount required.
- C. Cooper transferred \$200,00 from Key Bank to the Bank of Castile.
- PILOT update. MCSD received a check from the county for the WNY Energy PILOT funds. However, the check was for the wrong amount as it did not include our portion. After going back and forth on the issue, the county has finally acknowledged that the amount was incorrect and will be sending us a check directly for our PILOT funding.
- D. Schwert enquired as to what is included in the Other Unclassified Revenue line. C. Cooper will clarify with S. Kleinans.
- The Financial Report was reviewed and unanimously approved on a motion made by S. O'Dea and seconded by C. Kiebala.

Our monthly statistics for April were an attendance of 9,804, circulation of 6,764, Overdrive downloads of 121, Zinio downloads of 32, and Hoopla downloads of 193.

The NIOGA Annual Dinner is on May 23rd at Hickory Ridge in Fancher. C. Kiebala, D. Schwert, C. Cooper, and K. Mostyn will be attending. C. Cooper showed the board the basket we donated.

The Presidents of Member Library Boards Meeting is June 28th.

Lee-Whedon co-sponsored the We Read campaign Magic Show on May 4th. C. Cooper, S. McAllister, and S. Kleinans were all in attendance. C. Cooper felt there was an acceptable attendance for the event. We will also be posting We Read lawn signs in the yard.

Panek's cleaned the soffit on May 7th. They are now sparkly and clean. Dave will clean the windows to remove the spots left afterwards. C. Cooper will schedule the brick sealant for a future date.

C. Cooper will be contacting the Rug Doctor to clean our upholstered chairs. They are well used and neat a freshening up.

Cheryl Caldwell has been hired to work at the front desk. She started training today.

SESAC contacted C. Cooper again and suggested that the Banquet/Conference center license might suit us better. This option would be a flat fee of approximately \$800 instead of a per performance fee. C. Cooper contacted GoArt to see if they were aware and they stated that yes we do need to pay the licensing fee. D. Schwert would like to ask a local performer about this before we pay.

The Board meeting was adjourned at 6:34 p.m.

The next Regular Board Meeting is June 12 at 4:00 p.m.