

Lee-Whedon Memorial Library

Board Meeting May 8, 2023

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 I. Mark and seconded by S. O'Dea.

Approval of Minutes:

The April minutes and special meeting minutes from April 24 were unanimously approved with adjustments on a motion made by C. Kiebala and seconded by K. Boice.

Financial/Business Reports:

Financial Reports were distributed for the month of April:

- Deposit: \$2,760.06
- Transaction: \$3,855.91 Aging: \$15,042.83
- D. Schwert made a motion to pay the bills and was seconded by I. Mark. The motion passed unanimously.

Director's Report:

Nioga:

NYS Budget: The New York state budget did pass, but it passed late. Any payments expected from the state, such as the construction grant, will most likely be up to 2 months late as well.

We did receive the last 10% of the construction grant from 2 years ago.

Lee-Whedon:

Utica National: We received a \$928.50 dividend from Utica National.

Fine Free: S. O'Dea made a motion to eliminate all future late fines on library items and to forgive all existing late fines that cardholders currently have. This does not include fees for lost or damaged items or interlibrary loan fees. The motion was seconded by C. Kiebala. The motion passed unanimously.

Schumer – Congressionally Directed Spending: Each year, Congress allocates money each year for projects by non-profit or government organizations in New York state. Schumer selects projects he believes are worthwhile and puts them before Congress to select which projects will be funded. K. Mostyn has requested \$1.6 million for the expansion, and we have made it through the first round of selection. The amount to be distributed among chosen organizations has not yet been defined.

Statistics: Our monthly statistics for April were an attendance of 3,531, circulation of 3,754, computer use of 322, Libby downloads of 207, and Hoopla downloads of 338.

Programs: Story times will continue throughout this month and will be ending in mid-June. Tricia offered a STEM program for children on making butter last week that was very well attended. She will be putting out a train take and make craft on the Thomas the Train weekends at the railroad museum. There will be another teen after school

program this week: making fidget toys. Programs for adults this month include Microsoft Word basics on May 10, a book clutch craft on May 20, and the Medina Historical Society presenting on the Battle of Gettysburg on Tuesday, May 30.

Expansion

Harris Beach: Harris Beach, the lawyer we have consulted with about the expansion and bonding, has researched how the library would bond. The school would have to have the vote, and we would need to have an easement against the library property during the bond. We have told Harris Beach that we will not be moving forward until the feasibility survey has been completed. We are hoping to have Harris Beach in to a Board meeting at some point to better explain the process to the Board.

Ivy Partners contract: Ann Shepard has provided us with an updated contract with Ivy Partners that clarifies a few questions the Board had about the original contract. We would need to have a steering committee in place when we begin this process. The contract for the Pre-Campaign phase was approved on a motion by C. Kiebala and seconded by S. O'Dea. The motion passed with four votes of approval. I. Mark abstained from voting.

Policies

Code of Conduct: The Code of Conduct has been updated to include revisions suggested at the previous Board meeting. The Code of Conduct was approved on a motion by C. Kiebala, seconded by K. Boice, and approved by all.

Addendum to Employee Handbook: The Addendum to the Employee Handbook has been updated to include revisions suggested at the previous Board meeting. The Addendum to the Employee Handbook was approved on a motion by C. Kiebala, seconded by K. Boice, and approved by all.

Evaluations: Trustees looked over a few different options of evaluation forms to use for a performance evaluation of K. Mostyn. They selected one to move forward with. Each Trustee will fill out the form and return it to C. Kiebala by May 15th to be combined.

Steering Committee: A list of names of potential steering committee members for the feasibility study was distributed to each Trustee. The names were divided up so each Trustee can call a few people on the list. A letter will be sent out to everyone on the list prior to calling to inform them they should expect a call from someone on the Board of Trustees. The letter will stress that there is no expectation that the individual will join, just that their name was put forward as someone that might be interested in working on the committee.

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

The next regular Board Meeting is June 12, 2023 at 4:00 p.m.

Respectfully submitted

S. Covis 5/9/2023