

## **Lee-Whedon Memorial Library**

### **Board Meeting May 9, 2022**

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 made by C. Kiebala and seconded by D. Schwert.

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

Financial Reports were distributed for the month of April:

- Deposit: \$2,305.59 (drawer), \$1,923 (Hawley)
- Transaction: \$14,855.53, Aging: \$13,617.57
- S. O'Dea made a motion to pay the bills and was seconded by C. Kiebala. The motion passed unanimously.

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

##### **NIOGA:**

**NYS Budget:** The New York State budget has been passed. The Construction Grant will stay the same. Library Aid has increased to \$99 million. This is usually distributed to libraries through summer reading grants and LLSA.

**Federal Budget:** The Federal budget has not yet been passed. There is a proposed increase in funding for the Institute of Museum and Library Services. This funding is also usually given to the regional councils or library systems for distribution through grants.

**System-wide Fine Free:** Tom Bindeman brought up the idea of eliminating late fines across the library system. Several other library systems in the area have already eliminated fines or are in the process of doing so (RPL, BECPL, Chautauqua, Tompkins, Onondaga). Four libraries in the NIOGA system are already fine free. Medina is fine free for juvenile items. Some libraries are uncertain if their Boards would approve going fine free. This might be a point of discussion during the Annual Dinner.

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

**Collaboration with United Way:** Lee-Whedon will be collaborating with the United Way to circulate an IT Lending Library. United Way received a grant to purchase equipment for small businesses to use for virtual meetings and presentations. Lee-Whedon will be a location where businesses can come to check out the equipment. These items will be available for any small business in the county to make use of.

**Letters of Support:** The IDA requested letters of support for the Rural Digital Equity Project and the Medina Business Park expansion. K. Mostyn sent those letters of support.

**2021 Snapshot:** The library included a 8.5x11 insert in the Pennysaver with our 2021 Snapshot, like we did last year. The Pennysaver has changed how they distribute these inserts. Last year, we were able to specify which areas we wanted to receive the insert and were able to target our service population. Now, there are particular regions to choose from. Last year, the cost was around \$400. This year the cost was around \$800. The Friends of the Library

paid for this year, but as the cost is significantly higher, this might not be something we do every year. We should be thinking about how often we want to send them out going forward.

**2021/2022 Audit:** Kristie Beach CPAs has been contacted about conducting our 2021/2022 audit. They are scheduled to begin on September 15<sup>th</sup>.

**Jason Barone June Meeting:** Jason Barone from Freed Maxick has been invited to our June Board meeting. He will be presenting the completed audit for 2020/2021.

**Building Program July Meeting:** The Board agreed to invite Passero Associates to our July Board meeting to discuss what would be involved in beginning a Building Program and to discuss what our next steps should be.

**Operating Funds Transfer:** \$270,000 has been transferred from Key Bank to Bank of Castile. We are approximately at the 6 month point from receiving our tax funding.

### **Statistics:**

Our monthly statistics for April were an attendance of 3,656, computer use of 273, circulation of 3,910, Overdrive downloads of 173, and Hoopla downloads of 346.

### **Programs:**

The Alzheimer's Association will be presenting on legal and financial planning. The original program had to be rescheduled, but will take place later this month. We will be having Thomas McFarland, a local author, here for a book signing that will take place on the same date as the resin craft program for teens and adults. Jessica Kozlowski will be presenting a program on Geocaching to explain how it is done and to highlight the Geocaching discovery kit that we have recently started to circulate. The regular children's programs will be taking place: storytimes, STEM Club, and Big Kid Book Club. These programs will not be taking place in June.

### **Other:**

**Bathroom:** Bower's Plumbing was in today with a camera to examine the pipes and find the cause of the flooding issues we have been having. The problem is not under our building. There does not seem to be any damage to the pipe, so they think the problem is normal corrosion of the cast iron pipes. They will contract someone to come with a high power hose to flush out the pipe. The cost will be approximately \$2,000 and should be done this week. I. Mark made a motion to approve the flushing of the pipes. The motion was seconded by C. Kiebala and approved by all.

Service Master was here to clean the carpets after the most recent flooding. The bill was \$2,260. We will have to pay \$1,000 of this, but if our insurance claim is approved, insurance will cover the rest. The floor tiles have not been replaced yet. We are waiting to resolve the issue with the pipes before changing them.

**Grading of Lot:** Art Hill does not do fine grading, so K. Mostyn contacted J & L Lawn Care to finish grading the lot next door from the demolition. J & L did this for the lot from the other house as well. They will be coming this week to do the grading. They are waiting on topsoil, but when they get it, they will be back to finish leveling and putting out fertilizer and grass seed. The cost should be the same as last time, which was \$3,665.

**Building Insurance:** Charlie Slack responded about the building insurance for the house next door. We have already paid the insurance on the house for the entire year, so we will be receiving a refund of \$750 now that the house has been demolished.

**Retirement:** Susy Schultz, who works at the front desk, has put in her notice that she will be retiring. Her last day is May 19<sup>th</sup>.

**Umbrella Coverage:**

The Umbrella Coverage would be additional coverage added onto our current liability plan. The cost would be an additional \$1,055 per year. C. Kiebala made a motion to add the Umbrella Coverage to our policy. This was seconded by S. O'Dea and approved by all.

**Other Business:**

I. Mark passed around the article about the room purifiers from Austin Air that were discussed at a previous meeting. We have already purchased one for the workroom. These purifiers are meant to be used in an enclosed room, so would probably not be effective in the main part of the building. We do have the highest quality filters in our HVAC, which should help keep the air clean.

At the recent Sexual Harassment training for Trustees, the lawyer presenting mentioned that only one Trustee needs to attend a Sexual Harassment training each year. This might be something we should have Trustees alternate doing each year.

Meeting was adjourned at 6:47 p.m. on a motion by I. Mark, seconded by C. Kiebala, and approved by all.

**The next regular Board Meeting is June 13, 2022 at 4:00 p.m.**

**Respectfully submitted**

**S. Covis 5/10/2022**