

Lee-Whedon Memorial Library
Board Meeting November 19, 2019

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

Excused: B. Conners

The Open Hearing was held.

C. Cooper called the meeting to order at 4:03 p.m.

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

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

Financial Reports were distributed for the month of October:

- October Drawer Deposit \$1,051.31 (Fines \$348.53, Fax \$299, Notary \$12, Lost \$80.25, Memorials \$110, Programs \$132)
 - Square automatic deposit: Fax \$36.48 and Fines \$95.30
 - Total cash & credit deposits: Fax \$335.48 and Fines \$443.83
 - Checks deposited: NIOGA \$175 (internet), Rundel \$8 (book sale)
- Aging: \$48,087.38, Transactions: \$-5,368.78
 - All trustees present read and initialed the reports
- Additional deposits
 - Copier money \$740
- Freed-Maxxick was here for our audit on October 24th. There were 2 people here all day plus Laura. They had some email follow up questions but nothing surprising.
- I. Mark made a motion to pay the bills and was seconded by D. Schwert. The motion passed unanimously.
- C. Cooper contacted the school about our property taxes. Our first check is being processed and we should have it by the end of the month, this is 50% of our total.
- D. Schwert enquired about the NET line on the financial report being red. Will follow up for clarification with S. Kleinhans.
 - ****This line is the difference between the total income received and total expenditures in our budget. It is red because we haven't received our property tax money yet.****
- The Financial Report was reviewed and unanimously approved on a motion made by C. Kiebala and seconded by S. O'Dea.

Our monthly statistics for October were an attendance of 6,586, circulation of 6,348, computer use of 386, Overdrive downloads of 106, Zinio downloads of 40, and Hoopla downloads of 227.

C. Cooper, K. Mostyn, and S. Kleinhans will be attending the HR/Legal workshop at NIOGA on Wednesday, Nov. 20th. D. Schwert would also like to attend. C. Cooper will see if there is still room to register him.

C. Cooper previously forwarded the email regarding the HVAC bid documents to all trustees. In the email, Paul had asked about if we had someone to do the front-end documents for the bids. He copied in a gentleman, Richard, from a small architectural firm in Rochester and suggested we contact him. C. Kiebala made a motion to contact Richard as we do not have anyone else. The motion was seconded by S. O'Dea and unanimously approved.

S. McAllister is well. She has returned to full-time after her surgery. She would like Sam Covis start shadowing her to give her more experience as a librarian. S. Covis recently received her MLS and covered for S. McAllister while she recovered from surgery.

C. Cooper renewed our contract for snow removal with Mark Stornelli at the same terms as last year.

We are hosting the High School Bell and using it for a fundraiser for the Historical Society. C. Cooper has gotten some great publicity and has already raised some money. C. Kiebala mentioned that she had seen a beautiful article about the bell.

C. Cooper requested that the library close for 2 hours on December 16th. That is our staff Christmas party. Normally we stay open during our party but someone is always left out. As a show of appreciation for our staff she requested that we close from either 12-2pm or 6-8pm. The board felt this was acceptable and to let them know the exact time at the next meeting. Trustees will give appreciation cards to all employees.

We have received great comments about our social media presence lately. L. Pritchard does all of our social media and the kudos have been passed along to her.

Programs:

- Finally Fridays! schedule has been set and is available.
- Holiday craft programs have been well attended.
- Upcoming programs include Santa, Brushstrokes, and Lincoln at Gettysburg.

Other Business:

D. Schwert wanted to commend the staff on how busy the library is; as well as all the wonderful programs we run. He heard several positive comments after one of S. McAllister's story time programs.

The FBI recently requested a meeting with the Medina Police Department and Parade of Lights organizers. They are concerned about safety issues during the parade. This year's parade will have a few changes to make it safer for everyone including having SWAT teams present in the crowd. Handicap parking will now be across from Hartway Motors.

Meeting was adjourned at 4:58pm

The next Regular Board Meeting is December 9 at 4:00 p.m.

Respectfully submitted

K. Mostyn 11/19/2019