

Lee-Whedon Memorial Library
Board Meeting November 13, 2023

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

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Open Hearing:

The Open Hearing was held. No one was in attendance. K. Mostyn called the meeting to order at 4:00 p.m.

Adoption of Agenda:

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

Approval of Minutes:

The October minutes were unanimously approved as amended on a motion by K. Boice and seconded by I. Mark.

Financial/Business Reports:

Financial Reports were distributed for the month of October. Both school tax checks have been received. K. Boice asked about moving some of that money to a short term CD to earn interest. K. Mostyn will look into options.

- Deposit: \$586.73
- Transaction: \$2,450.34, Aging: \$48,484.59
- C. Kiebala made a motion to pay the bills and was seconded by K. Boice. The motion passed unanimously.

Director's Report:

NIOGA: A sample of the Trustee training forms that C. Kiebala will need to fill out and submit to NIOGA in January were distributed at the last Director's meeting. The official copies will be arriving soon. There are also forms for individual Trustees to fill out detailing the training courses they took this year. The certificates of completion will be attached. C. Kiebala has all that information if anyone needs a reminder of what training they have completed.

A new Trustee Handbook will be released at the end of the year. The new edition is about 50 pages longer than the last. These will be distributed to each Trustee when they arrive.

In addition to the 2 hours of training each Trustee is required to receive, Trustees must also attend sexual harassment training. NIOGA will be offering a training in the spring if anyone needs it. Last year, the trainer said only one Trustee was required to attend on behalf of the Board. K. Mostyn will double check this.

Byron-Bergen library recently changed charters to become a school district public library. They had their first budget vote. One town voted to pass the budget, but the other town did not. They will receive stable funding from the town that voted yes, but the other town will decide how much to give.

Lee-Whedon:

Orleans County Legislature Meeting: The four directors from Orleans County and Tom Bindeman attended the Legislature meeting at the end of October. Everyone spoke about their library's work outside of the library, including outreach work and the digital library. K. Mostyn spoke about Lee-Whedon's work with homeschool groups. The Legislature thanked the libraries for their work, but the funding will likely not increase.

MSCD tax check: We have received the remaining 50% of our tax funding from the school.

Audit 2022/23 ongoing: Kristie Beach is still working on our 2022/23 financial audit. There is a new requirement regarding IT subscriptions, so she just requested that information. After this, she will pass the audit on to her company's internal review to double check the audit, and then she will be ready to present the findings to us.

Yearbooks: The yearbooks are not yet available on the NY Heritage site. K. Mostyn is waiting on collection information from WNYLRC before it can be made public. Additionally, Lockport library has recently made their oral history collection available on this site. Lee-Whedon also has an extensive oral history collection. This could be a future project to consider digitizing and making available on the website. We currently have paper transcripts and the actual recordings are on DVDs.

Statistics: Our monthly statistics for October were an attendance of 3,974, circulation of 4,646, computer use of 375, Hoopla downloads of 358, and Libby downloads of 269.

Programs:

Programs coming up in November include a technology program on Google Office on Thursday the 16th, a Paint and Sip on Friday the 17th, bookbinding for adults and teens on Saturday the 18th, and a teen craft on Wednesday the 29th. The Medina Historical Society program for this month will be on Monday the 27th. The topic is "Your Immigrant Ancestors: Why they came, how they got here, how they adapted." On Friday last week, we had a family movie night at the library where we showed Elemental. 45 people attended the program, and everyone had a fantastic time. Pajama Storytime with Santa will be on Friday, December 1st at 6:00 p.m. and will be open to all ages. The Finally Fridays schedule is now out. We scheduled a snow date this year just in case.

Expansion:

Naming Policy: K. Mostyn presented the Naming Rights Policy with the changes that were suggested at the previous meeting. The Board unanimously approved the policy on a motion by C. Kiebala and seconded by K. Boice.

Feasibility Study Update: Ann is working on interviews for the Feasibility Study. We are having trouble scheduling interviews because a few Steering Committee members are uncomfortable making the ice breaker phone calls asking people if they are open to scheduling an interview with Ann. K. Mostyn and C. Kiebala have started to make some of those calls to help get more interviews scheduled. Ann would like to have 30 interviews before presenting her findings. She has completed about 11-12 interviews so far, and K. Mostyn and C. Kiebala have spoken to a few more people. They estimate they will have around 20 successfully scheduled soon. This will delay our timeline further, especially with the upcoming holidays. Ann is hoping to present the results of the Feasibility Study by January.

Grants: K. Mostyn will be applying for the Ralph Wilson Jr. grant. The maximum amount that can be asked for is \$50,000, so she is planning to request the amount to replace the front doors. One of the goals for the grant is to improve accessibility, which this project would help with since our automatic door does not always work properly.

Capital campaign: We should start thinking about who we can ask to manage the Capital Campaign for when we reach that stage. Board members should be working on coming up with suggestions.

Other Business:

K. Mostyn asked the Board if we can close the library from 12-2 p.m. on Monday, December 11th for the staff Christmas party. This was unanimously approved on a motion by S. O'Dea and seconded by C. Kiebala.

The meeting was adjourned at 4:45 p.m. on a motion by I. Mark, seconded by S. O'Dea and approved by all.

The next regular Board Meeting is December 11, 2023 at 4:00 p.m.

Respectfully submitted

S. Covis 11/14/2023

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