

**Lee-Whedon Memorial Library  
Board Meeting November 14, 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 4:00 p.m.

**Adoption of Agenda:**

The agenda was unanimously adopted on a motion by K. Boice and seconded by C. Kiebala.

**Approval of Minutes:**

The October minutes were unanimously approved on a motion made by S. O'Dea and seconded by I. Mark.

**Financial/Business Reports:**

Financial Reports were distributed for the month of October:

- Deposit: \$3,986.00
- Transaction: \$2,654.60, Aging: \$43,529.96
- K. Boice made a motion to pay the bills and was seconded by I. Mark. The motion passed unanimously.

**Director's Report:**

**NIOGA**

**Jeanne Tuohey:** K. Mostyn met with Jeanne Tuohey, our county representative on NIOGA's Board. She wanted to introduce herself and get to know our library now that she is representing us.

**Lee-Whedon:**

**2023 Closings:** Juneteenth is a new national holiday that we would like to propose closing the library in observance of. It will be on June 19<sup>th</sup>. The Board unanimously approved to add this holiday closure on a motion by C. Kiebala and seconded by S. O'Dea. The Board unanimously approved all of the other proposed holiday closures on a motion by C. Kiebala and seconded by I. Mark.

**Holiday Party:** The staff holiday party will be on Monday, December 12<sup>th</sup>. The Board unanimously approved to close the library from 12-2 p.m. to allow staff to celebrate on a motion by S. O'Dea and seconded by C. Kiebala.

**County Legislature Presentation:** K. Mostyn met with the Orleans County Legislature along with representatives from the other Orleans County libraries and Tom Bindeman from NIOGA. Each library presented on the community need for libraries and the libraries' continued need for support from the county. County funding has not changed in several years, but it is important to highlight the services we offer to our communities so that we do not lose funding.

**2022 LLSA:** We have received 90% of the LLSA funds from NIOGA, \$3,124.80.

**Passero Updates:** The Building Committee met for our kick off meeting with Passero Associates to begin the process for the library expansion. The committee discussed many ideas for the expansion as well as ways to reach out to the community for input. K. Mostyn has put out a community input survey, and so far, we have received over 100 responses. We will be continuing to reach out for input and trying to reach those community members who are not regular library users.

**Statistics:**

Our monthly statistics for October were an attendance of 4,056, circulation of 4,079, computer use of 430, Libby downloads of 199, and Hoopla downloads of 288.

**Programs:**

Programming continues to be popular with our patrons with registrations filling up quickly. Programs for December will include: Santa Claus Storytime back in person for the first time in a few years, storytimes, STEM Club, and several craft programs for children, adults, and teens. The Suffrage program ended on the first of this month and was very well received by attendees. The Finally Fridays bands have all been scheduled, and the flyers are now available.

**Policy/Procedure Review:**

**Statement of Inclusivity:** This is a new policy under review. K. Mostyn updated the policy with suggestions from the past meeting. The new policy was unanimously approved with one grammatical change on a motion by C. Kiebalá and seconded by K. Boice.

**Records Retention:** K. Mostyn modified the discrepancies pointed out at the last meeting. The policy was unanimously approved as amended on a motion by K. Boice and seconded by S. O’Dea.

**Confidentiality of Library Records:** This policy was reviewed and unanimously approved as amended on a motion by I. Mark and seconded by K. Boice.

**Other Business:**

**Hotspot Costs:** If we want to continue lending out hotspots to our patrons, we will need to decide on new data plans. Two options we could look into would be continuing to use the Verizon hotspots. The Verizon data plans are very costly, however. There is a group that works with schools and libraries to help them make internet more available to their communities: Mobile Citizen. Their plans would be \$10/month per device, which is a significantly lower cost, but we would need to purchase new hotspots, and the carrier would be T-Mobile. Our community has a great need for these hotspots, and the ones we have been lending out have been constantly in use. This is a service we want to continue to offer. The Board unanimously approved purchasing one hotspot at \$67 through Mobile Citizen to test out their plan on a motion by C. Kiebalá and seconded by K. Boice.

The meeting was adjourned at 4:58 p.m. on a motion by C. Kiebalá, seconded by K. Boice and approved by all.

**The next regular Board Meeting is December 12, 2022 at 4:00 p.m.**

**Respectfully submitted**

**S. Covis 11/15/2022**