

Lee-Whedon Memorial Library

Board Meeting November 19

Present: I. Mark, C. Kiebala, D. Schwert, C. Cooper, K. Mostyn

Excused: S. O'Dea

Absent: 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 C. Kiebala and seconded by D. Schwert.

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

Financial Reports were distributed for the month of October:

- October Deposit \$3,604.04 (Fines \$430.61, Fax \$276, Notary \$18, Lost \$155.78, Memorials \$2,611, Programs \$55) Richard Turowski's family donated \$2,500 in his memory which will be spent on a new computer, new printer, and new chairs.
 - Square automatic Deposit: Fax \$14.58, Fines \$112.28
 - Total cash & credit deposits for Fax \$290.58 and Fines \$542.89
- Aging: \$54,081.94, Transactions: \$6,095.79
 - All trustees present read and initialed the reports
- MCSD still has not released our tax money. Due to this, we do not have enough money to pay our operating expenses for the month. C. Cooper requested we move \$35,000 from our Computer Reserve to our general account to cover our expenses. A motion was made by C. Kiebala to approve the transfer and was seconded by I. Mark. The motion passed unanimously.
 - Once our money is deposited the \$35,000 will be paid back to the Computer Reserve account. The anticipated date to receive our money is currently November 26th. C. Cooper will be calling to enquire if we will be receiving the full amount on that date or only the past due partial amount.
- C. Cooper received a \$3,000 grant from GO-Art for her Finally Fridays! series.
- C. Kiebala made a motion to pay the bills and it was seconded by I. Mark. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by D. Schwert and seconded by C. Kiebala.

Our monthly statistics for October were an attendance of 5,938, circulation of 6,435, computer use of 512, Overdrive downloads of 114, Zinio downloads of 49, and Hoopla downloads of 249.

C. Cooper solicited bids from 3 contractors for snow removal and received 2 quotes in response. I. Mark opened the quotes from M. Stornelli and Zacher Construction. Stornelli quoted us \$2,500 for the winter season and included automatically plowing the parking lot and sidewalk after 2/3" of snow and 1 salting per day. Zacher quoted us \$1,600 for the season and included automatically plowing the parking lot after 2/3" of snow, each salting would cost an additional \$25.

- The board requested C. Cooper to follow up with Zacher about plowing the sidewalk and with both parties to see if they plow multiple times per day if another 2/3" accumulates. The Board feels that plowing the sidewalk in front of the building is necessary.
- D. Schwert made a motion to approve whichever quote C. Cooper feels is best after following up. The motion was seconded by C. Kiebala and passed unanimously.

C. Cooper received the second bid for asbestos testing from Stohl Environmental. Paradigm quoted us \$3,350 and Stohl quoted us \$3,125. Stohl has done the asbestos removal at the library on 2 previous occasions and we were

satisfied with their work. The board unanimously approved Stohl Environmental for the asbestos testing and removal at 219 North Ave on a motion by C. Kiebala and seconded by D. Schwert.

C. Cooper distributed the new Sexual Harassment Policy for the board to review before the next meeting. The policy was taken directly from NYS and should meet all the new requirements.

Along with the new policy, all staff must attend yearly training on sexual harassment. NIOGA is offering a training session on December 12th from 9:30-12:30. The library will open at 2:00 p.m. that day. I. Mark also indicated she would like to attend. C. Cooper will register her.

C. Cooper explained that NIOGA is recommending common due dates across all 21 libraries. Several libraries have already announced their approval. Currently all of our items circulate for 2 weeks. The common due dates would be most items circulate for 3 weeks, new DVDs for 7 days, and magazines for 2 weeks. The board agreed this would make it easier for our patrons as well as our staff. C. Cooper will notify NIOGA that we are on board.

S. Kleinhans attended the OSC workshop in Oneonta. She learned several things that were extremely useful.

Samantha Covis, S. McAllister, K. Mostyn, and C. Cooper all attended various offerings at NYLA. S. Covis had a wonderful time and thanked the board; she has never attended before. S. McAllister attended a full day of workshops and K. Mostyn attended another Leadership and Management Academy workshop.

K. Mostyn and C. Cooper visited the NYLA trade show looking at new microfilm readers. K. Mostyn is meeting with one of the vendors next week for a demo. The \$5,000 we will be receiving from Senator Ortt will be used for this purchase.

Christmas is on a Tuesday this year. Traditionally we close on the days before and after. C. Cooper requested that the library be closed on Dec 24-26. D. Schwert made a motion to approve and was seconded by I. Mark and unanimously approved. The library will also be closed on New Year's Day.

C. Cooper was reading through the ASCAP website and found in their FAQs that non-profit educational institutions are exempt from paying for a license. She will notify them when they call next, that that is exactly what we are and therefore will not be purchasing a license.

C. Cooper has an update on Dave Moore/Sectel. We received a letter from him in November informing us of his retirement. Also that he had transferred our account to Amherst Alarms. We received a bill from Amherst Alarms which C. Cooper called to let them know that we had terminated our services with Sectel on October 6th and would not be paying Amherst Alarms for their services.

Online Banking, Conference and Travel, and Purchasing and Procurement policies were distributed for perusal at the last meeting. C. Kiebala suggested some grammatical changes were needed but the content was fine. A motion was made by I. Mark and seconded by C. Kiebala to approve all the policies with the grammatical changes. The motion passed unanimously.

C. Cooper will be creating a new policy binder for staff and each board member.

D. Schwert met with Charlie Slack about our insurance policy. He feels that the insurance policy is adequate for our building and contents. The current amount is \$140 per square foot of new construction which is what our policy is valued at.

All trustees read pages 7-21 in the Trustee handbook. Several items were pointed out as needing to be done.

- The board would like professional development and organization memberships to be separate lines in the budget as mentioned on page 6 of the handbook.
- Each trustee needs to have a nioga.org email.
- The trustees need to have a secure section on the website containing all pertinent information listed in the handbook.
- By-Laws and the long range plan need to be posted on the public website.

The board would also like to know how long they are required to keep meeting documents. The library has to keep all the minutes, reports, and financials anyway, does each trustee also need to keep them for the length of their time on the board?

Please read pages 22-35 of the handbook for the next meetings discussion.

Programs:

- The October Historical Society Program was very well attended. The November program will be a presentation of the Dunlap Photos of Shelby Residents from 1900-1910.
- Paint n Sip continues to be popular and well attended.
- Family Movie Night also continues to be popular and well attended. December 1st is the Incredibles 2.
- S. McAllister has a take and make craft with story on November 24th.

The Board meeting was adjourned at 5:30 p.m.

The next Regular Board Meeting is December 10 at 4:00 p.m.