

Lee-Whedon Memorial Library
Board Meeting November 9, 2020

Present: B. Conners, C. Kiebala, S. O'Dea, D. Schwert, K. Mostyn, S. Covis

Excused: I. Mark

The Open Hearing was held. No one was in attendance.

K. Mostyn called the meeting to order at 4:07 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 B. Conners and seconded by C. Kiebala.

Financial Reports were distributed for the month of October:

- October Drawer Deposit \$792.35 (Fines \$49.25, Fax \$153, Notary \$20, Lost \$131.43, Memorials \$20, Gift: \$30)
 - Non-Drawer: Square automatic deposit: \$60.35, LLSA \$2411
- Cooper Funeral Home: \$261. This is to pay for the library card sleeves we give to patrons. They have the Cooper Funeral Home logo on them.
- Rundell: \$13.60. This is from books that we sell that are more valuable. We receive a percentage of the sale price when they sell.
- Aging: \$54,636.20, Transactions: -\$13,619.44
- S. O'Dea made a motion to pay the bills and was seconded by C. Kiebala. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by B. Conners and seconded by S. O'Dea.

Our monthly statistics for October were an attendance of 4,013 with 1 curbside pickup, circulation of 4,663, computer use of 229, Overdrive downloads of 221, Zinio downloads of 52, and Hoopla downloads of 291. Circulation and attendance are down about 2,000 from last year but are continuing to increase toward normal.

Nioga:

Nioga will have a \$235,000 deficit for next year's budget. In order to handle this change, they will have to cut three jobs. They are currently offering a buy-out, and two people have already chosen to take this route. If a third person does not take one, Nioga will have to follow the Union procedure and lay off the most recent hire. They have until the 16th of this month to decide.

Lee-Whedon:

HVAC Project: K. Mostyn has approved an additional cost of \$1115 for an extra pump that needs to be replaced. The heat should be returning to the library from the radiators in the next week, but it is estimated that the air handling unit will not be functioning until the 27th of November.

We are currently at a total cost of \$235,537 for the HVAC project, which puts us 21,000 below what was originally projected for the cost when applying for the grant. The grant only agrees to fund 75% of the cost, and with current amounts they would be funding 81%. We are not sure how this will affect grant payments. We will potentially be required to return some of the money to the grant office so they are only paying 75%. K. Mostyn will provide an update when she knows more.

Leadership Orleans: S. Covis has applied to join Leadership Orleans. This is a ten month program open to members of businesses in the area. It offers opportunities to network and connect with other organizations in the

area. The program includes teambuilding opportunities as well as the chance to visit various locations in the area to see what organizations can offer the community and how they can work with each other to offer more. This program would start in January.

Children's Benefit Package: When Suzanne McAllister was appointed to the Children's Librarian position in 1996, her pay was \$20,000. With a standard inflation of 3%, that would equate to \$34,000 today. K. Mostyn also researched current pay for comparable positions. Median pay for a Library Technician is \$32,000; median pay for a Library Assistant in youth services was between \$31,400 and \$33,800.

D. Schwert proposed \$30,000 as a starting pay for the position after Suzanne McAllister's retirement to increase to \$32,000 after a six month probation period. This was unanimously approved on a motion by B. Conners and seconded by C. Kiebala.

Wonderbooks: Wonderbooks are a new addition to the children's collection. They are books that come with a built-in audiobook. They do not need batteries but will need to be charged when they are returned to the library. Wonderbooks come with two modes: read-along and learning mode. In read-along, the audiobook will read the book out loud while children read the physical book; in learning mode the audiobook will also ask questions about the book. The library has purchased ten Wonderbooks, including both picture and chapter books to see if they circulate. They are already starting to circulate.

New Policies: In order to comply with the New Minimum Standards for Public Libraries, we are including three new policies. K. Mostyn and Sharon Kleinhans are currently working to post all of our policies on a public page on the library's website. Making policies publicly available on the library's website is another provision of the New Minimum Standards. The new policies are as follows:

- **Programming Policy:** This policy guides the planning of library programs by providing criteria for program selection, planning, implementation, and evaluation. This policy was approved on a motion made by S. O'Dea and seconded by B. Conners. It was approved unanimously.
- **Open Meeting Policy:** This policy is based off of the Open Meetings law and states that meetings of the Board of Trustees must be open to the public, and the date, time, and location of the meetings must be advertised to the public. The meetings are conducted following Roberts Rules of Order. D. Schwert requested that the title of the policy be amended to say meetings of the Board of Trustees. This policy was approved with the amendment on a motion made by C. Kiebala and seconded by S. O'Dea. It was approved unanimously.
- **Disaster/Emergency Policy:** This policy provides guidance for responding to a disaster or emergency at the library. The policy includes guidance for fire/flooding, medical emergencies, an active shooter, a threatening phone call, power outage, and earthquakes. This policy was approved on a motion made by B. Conners and seconded by C. Kiebala. It was approved unanimously.

CNC Program: A CNC program from Batavia will be using the library for their classes. CNC is a type of computer aided design program. They will be sending four students here to participate in their classes virtually while four students are onsite attending classes.

Programs: Suzanne had 110 children attend Costume Day on October 30th. This event was held from 12-7 p.m., so attendance was spread out throughout the day. She is also offering three storytime programs each week for children which are all full. S. Covis has been offering craft programs for teens and adults, and these have also been full.

Suzanne will be collaborating with the YMCA in November and December, offering arts and STEM programming for children at the YMCA as part of their Homeschooling Enhancement Program.

Finally Fridays have been cancelled this winter, but S. Covis will still be running the Winter History Discussion Group because these are typically attended by 10-12 participants. The topic will be Immigration to America.

Other: Monroe and Erie County have both been listed as microclusters and have been given restrictions due to rising Covid reports. Numbers in Orleans County are continuing to increase, but we have not received any new restrictions as of now. If the library should need to close, we would hold meetings of the Board via Zoom.

Meeting was adjourned at 4:42 p.m. on a motion by B. Conners and seconded by S. O'Dea and approved by all.

The next Regular Board Meeting is December 14 at 4:00 p.m.

Respectfully submitted

S. Covis 11/10/2020