

Lee-Whedon Memorial Library
Board Meeting October 15, 2018

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

Excused: C. Kiebala

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 I. Mark.

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

Financial Reports were distributed for the month of September:

- September Deposit \$1,482.28 (Re-Reg \$25, Fines \$371.75, Fax \$313, Notary \$20, Lost \$60.63, Memorials \$592, Programs \$55)
 - Square automatic Deposit: Fax \$12.63, Fines \$63.97
 - Total cash & credit deposits for Fax \$325.63 and Fines \$435.72
- Aging: \$12,360.20, Transactions: -\$16,154.52
 - All trustees present read and initialed the reports
- Transferred funds from M&T Corporate to BoC Corporate, \$50,000
- C. Cooper added two additional bills to the Treasurer's report. They were received today and need to be paid this month. They are C&H PC for our webhosting and Utica National for our Building Insurance.
- D. Schwert made a motion to pay the bills and it was seconded by S. O'Dea. The motion passed unanimously.
- Received 90% of LLSA, \$3,091
- Sept 19 we closed on the property at 218 North Ave.
 - Paid lawyer \$23,347.08 for the property
 - Paid lawyer \$2,096.80 in fees for the property
 - Paid Slack for Building Insurance, \$878.28
 - Paid 2018 MCSD tax, \$1091.41
 - Paradigm submitted a bid for asbestos testing of the property for \$3,350
 - C. Cooper will solicit another bid, Stohl Environmental
- Freed-Maxxick auditors were here on October 4th. Three people spent the day going through our records. We have not received any requests for more information or questions regarding the audit.
- New intrusion and fire systems were installed the first week of October. They were here for 3 days. It has been a seamless changeover. A letter was sent to Dave Moore discontinuing his service.
- 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 September were an attendance of 7,031, circulation of 5,284, computer use of 506, Overdrive downloads of 67, Zinio downloads of 6, and Hoopla downloads of 187.

NIOGA

- The new Handbook for Trustees should have been mailed to everyone. We will begin reviewing the handbook at the next meeting, discussing pages 7-21.
- It has been discussed that Trustees have an Educational Requirement of 3 hours per year. C. Cooper inquired if this should be added to our By-Laws. I. Mark informed the Board that the topic is covered in the new Handbook and will be tabled until we reach that section.

- Hoopla continues to be popular. NIOGA had budgeted \$50,000 for the year but it ended up costing \$72,000. Hoopla has a usage cost, each item borrowed has a cost associated with it. They will adjust their budget based on the continued popularity of the collection. Interestingly, audiobooks are the most popular item borrowed by our patrons.

With regards to the utilities at 218 North Ave, C. Cooper has confirmed that the water and gas have been turned off since 2014. The electric is still on. After many calls to many people, C. Cooper was finally able to get the account information and will be calling to have it turned off tomorrow and will confirm that the wires are rolled back to the pole.

Panek Coatings came and power washed the building. The next day they came and sealed all the brick. The building now looks freshly moisturized. The cost was included in our Construction Grant from last year and was paid out of the Capital Fund.

Burris cleaned our carpets on October 10th. They come each year on Columbus Day.

S. McAllister just finished with the 4th grade tours. They brought lots of energy to the library and all borrowed books.

A woman came in and asked if she could put a political sign in front of the building. C. Cooper explained that the library is neutral but she would ask the Board. C. Cooper contacted A. Meier who explained that it is a bit of a grey area. Technically the area between the sidewalk and the road is public property but we can request that political signs are not posted there. However, any signs that are posted cannot be removed by us. The Board decided that since we are required to maintain that space, if anyone asks we will explain our neutrality and that we do not want any signs in front of our building with the exception of partnering non-profit organizations.

C. Cooper distributed new or revised policies for the Board to review, Online Banking, Conference and Travel, and Purchasing and Procurement. C. Cooper explained that the new Conference and Travel is based on OSC recommendations of a per diem food expenses per day and mileage reimbursement set by the GSA.

I. Mark made a motion to approve S. Kleinhans' October Conference attendance be paid at the GSA rate and was seconded by S. O'Dea. The motion passed unanimously.

Programs:

- The September Historical Society Program was very well attended. The October program will be on William Fargo.
- Paint n Sip continues to be popular and well attended. We cover the cost of the refreshments, liquor license and artist fee. Participants pay for their supplies, \$11.
- S. Kleinhans is showing Hotel Transylvania 3 for her October Family Movie Night.
- S. McAllister's programs are in full swing: Playgroup, Story Time, Dog Tales and more. Her story times bring in lots of energetic kids.

The Board meeting was adjourned at 4:58 p.m.

The next Regular Board Meeting is November 19th at 4:00 p.m.