

**Lee-Whedon Memorial Library  
Board Meeting October 17, 2022**

Present: K. Boice (via Zoom), 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 C. Kiebala and seconded by S. O'Dea.

**Approval of Minutes:**

The September 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 September:

- Deposit: \$756.07
- Transaction: (\$1,611.79), Aging: \$18,066.52
- S. O'Dea made a motion to pay the bills and was seconded by C. Kiebala. The motion passed unanimously.
- We have received our first check from the school from the tax levy for around \$282,000. K. Mostyn deposited it today. The second check will arrive in November.

**Director's Report:**

**NIOGA**

**Virtual attendance at meetings:** The State of Emergency has been suspended, so we are back to following the old rules of the Open Meeting Law. Board meetings were allowed to be held virtually during the pandemic, but normally they must be attended in person. If anyone chooses to attend virtually, they will not be able to vote in the meeting.

**Trustee training:** The 2 hours of required training for Trustees must be completed through an approved workshop provider. NIOGA is working to set up virtual training sessions, hopefully starting in January. If Trustees have been attending the Trustee Book Club trainings, those do count as training hours.

**Conceal carry law:** Libraries are considered an exception in the Conceal Carry Law. However, that is being challenged.

**Lee-Whedon:**

**Carpet replaced:** The carpet has finally been replaced. The work was completed by M&M Flooring, and they did an excellent job. The cost was approximately \$900 for the work done.

**Fire alarm inspection:** U&S completed our annual fire alarm inspection, which we passed.

**Hotspots:** Two years ago, S. Covis received a grant that allowed us to lend out 5 hotspots to the community. That contract is now ending on October 31. S. Covis is currently researching affordable options so we can continue to lend them to our patrons. They will need to be pulled out of circulation for a short time while everything is being moved around. The hotspots have been very popular with our patrons throughout the pandemic and even as everything has opened up again.

**2021-2022 Construction Grant:** K. Mostyn was notified that we have been approved for \$87,048 from the construction grant. That is only slightly less than requested. We will be receiving the first 90% of the money soon.

**Staff:** We will be having some staffing changes coming up. Kelsie Stahl, who has been our children's librarian for the past 2 years, will be stepping down as she is returning to school full time. She will be taking a part time position at the desk, and Patricia Mumau will be moving into her position. Kelsie has not given an official day of resignation yet, but the change will be taking place at the end of this year. The Board will need to choose a starting salary for Patricia. K. Mostyn recommends \$30,000 as that is what Kelsie's starting pay was when she took over the job. The budget already reflects this salary. C. Kiebala made a motion to offer \$30,000 as the starting pay for Patricia Mumau as the children's librarian. This motion was seconded by I. Mark and approved by all.

**Statistics:**

Our monthly statistics for September were an attendance of 3,807, circulation of 4,116, computer use of 419, Libby downloads of 222, and Hoopla downloads of 320.

**Programs:**

The programs this fall have been going very well. They have all been full, and the upcoming program registrations are also filled. Kelsie had a spooky magic show on the first Saturday in October that had about 50 people in attendance. This week, there will be programs every day except today: storytimes and the Suffrage book discussion on Tuesday, STEM Club on Wednesday, Big Kid Book Club on Thursday, Pumpkin Painting and a Paint and Sip on Friday, and a Halloween craft on Saturday. The Medina Historical Society will have their presentation at the end of the month.

**Other:**

Mike Stornelli dropped off the contract for snowplowing this year. They will plow from 11/15 to 4/15 every 2-3 inches of snow and will salt as needed up to once a day. They will also clear most of the sidewalks. The price is a little higher this year due to rising costs. It would be \$2700. S. O'Dea made a motion to accept the contract. The motion was seconded by I. Mark and approved by all.

**Policy/Procedure Review:**

**Statement of Inclusivity:** This is a new policy under review. A few changes were recommended, so it will be reviewed for approval at our next meeting.

**Records Retention:** This is a policy set by the New York State Archives that we are required to adopt. There are a few discrepancies in the policy. K. Mostyn will review the policy to make sure it is accurate, and it will be reviewed for approval at our next meeting.

**Confidentiality of Library Records:** A few changes were recommended, so this policy will be reviewed for approval at our next meeting.

**Other Business:**

**Finally Fridays:** K. Mostyn expects that Finally Fridays will be happening this January. She has all of the bands booked and has applied for the GoArt grant. She is waiting to hear back about the grant. The schedule will not be announced until November.

The meeting was adjourned at 4:49 p.m. on a motion by D. Schwert, seconded by S. O'Dea and approved by all.

**The next regular Board Meeting is November 14, 2022 at 4:00 p.m.**

**Respectfully submitted**

**S. Covis 10/18/2022**