

Lee-Whedon Memorial Library
Board Meeting October 18, 2021

Present: K. Boice, C. Kiebala, D. Schwert, K. Mostyn, S. Covis

Excused: I. Mark, S. O'Dea

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

K. Mostyn called the meeting to order at 4:02 p.m.

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

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

Financial Reports were distributed for the month of September:

- September Drawer Deposit: \$5,381.59 (Fines: \$98.20, Fax: \$146.50, Notary: \$35, Copies: \$85.15, Re-Reg: \$23, Memorials: \$1,655, Donations: \$14, Book reimbursement: \$35.95, LLSA: \$3,013, NIOGA: \$99.96, Program fees: \$33).
- Non-Drawer:
 - Square automatic deposit: \$358.41
- Our annual audit has been cancelled by Freed Maxick this year because they are very far behind on their scheduled audits. We will wait until next year to do our audit.
- Go-Art, \$2,300 grant: We have already received \$2,700 from applying for the grant. Go-Art received extra funding from the state, so they are giving us an extra \$2,300. This will pay for almost all of the bands.
- MCSD: We received our first check from the school today for \$273,142.50. It has already been deposited. We should be receiving the second check before Thanksgiving. This deposit is not reflected in September's Financial Report.
- Credit card: We currently have our credit card through Key Bank, but we have been having trouble with them. We would like to switch to Bank of Castile. This was approved on a motion by C. Kiebala, seconded by K. Boice and approved unanimously.
- Transaction: -\$1,031, Aging: \$11,838.06
- K. Boice 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 D. Schwert and seconded by K. Boice.

Our monthly statistics for September were an attendance of 2,126, circulation of 3,734, computer use of 262, Overdrive downloads of 136, and Hoopla downloads of 243. We would like to purchase a new door counter system that is more accurate because it has recently been difficult to get an accurate count on the one we currently have. For now, we will check it daily.

NIOGA:

Trustee Handbook Book Club: The Trustee Handbook Book Club starts 10/19 from 5-6:30 p.m. Everyone has received the email to sign up if they would like to.

Lee-Whedon:

214 North Abatement and Next Steps: The asbestos has all been cleared away. The water has been turned off for the house, but the electricity will still be running until next Monday. K. Mostyn will fill out the form Monday to get the house disconnected from the main line. The request for gas shut off has already been filed. The gas company will let us know when they remove the meter and cap the line. The house cannot be demolished until all utilities are

disconnected. This should be around mid-November. The Board has already approved the quote from Art Hill for the demolition.

Craftsy on Overdrive: Craftsy is a new database that we subscribe to on Overdrive. It has video tutorials on various crafts. The library is charged a per checkout fee, and patrons who check it out have one week to access the database. We have put a monthly max on the database so that we do not spend over a set amount. If we reach the maximum, Craftsy will not be available to check out until the following month. We are just starting to promote this database. Hopefully it will help increase our circulation for Overdrive. Everyone on staff who has tried it says it is a great resource.

Finally Fridays: The Finally Fridays concerts are set for 2022. There will be 9 bands, starting the first Friday in January and continuing through the first Friday in March. Two of the bands are new this year, and the rest are returns from previous years. We will start advertising on November 1st.

Carpet cleaning: Burriss was at the library while we were closed for Indigenous Peoples Day to clean the carpets and upholstered furniture. Burriss would like to talk to us about doing two cleanings a year rather than just one. He would clean the entryway to the desk at both cleanings but would split the rest of the library between two separate cleanings. K. Mostyn will let the Board know when she hears from them.

TikTok: The library now has a TikTok account. This is a social media platform where you can create short videos. TikTok has become very popular over the last couple of years. Lisa makes library related videos about books, displays, authors, and library programs. It seems to be going well so far.

Snowplow Contract: Mark Stornelli, who does the mowing during the summer, has submitted a quote for snowplowing this winter. The cost would be \$2,500 and the contract would be from November 15-April 15. D. Schwert made a motion to accept this quote. The motion was seconded by C. Kiebala and accepted unanimously.

Programs: A homeschool group that is run by a homeschooling parent has been meeting monthly at the library. Several homeschooling families have been attending. The Medina Historical Society will have their meeting on the 25th of October. The presentation will be on the Polio vaccine. The craft programs for adults and teens in October were full, and the programs in November are already filling up. For children, there was a fire safety program earlier in the month and a spider presentation on Saturday. There are several more programs for children in October, including STEM programs, pumpkin painting, spooky programs, and an escape room for anyone ages 5 and up. People are very excited for our programs and are glad we are offering them again.

Other: The Orleans County Planning Department recently gave us a large format scanner. They lease the scanner, and whenever a new model is released, they get the new one and can keep the old one. They chose to give the scanner to the library. The scanner makes it possible to scan large documents like blueprints and maps. We are still learning how to scan documents in a book format. Patrons will be able to use the scanner with staff assistance.

D. Schwert mentioned replacing the cabinets in the Quiet Room. We had looked into this before, and the fire proof cabinets we would need were very expensive. We will wait on these for now, since we do not know what the room will look like with the expansion.

C. Kiebala discussed adding computers in the children's section. She has been asked about this by a few people.

Patrons can find materials from local authors in the local interest section. We also keep reference copies that cannot be checked out by patrons but can be viewed in the library.

K. Mostyn will order more signs for the flower garden, giving the common and scientific names of the plants. Signs will be added for some of the new, native plants that have recently been added.

Meeting was adjourned at 4:49 p.m. on a motion by K. Boice, seconded by D. Schwert and approved by all.

The next regular Board Meeting is November 8, 2021 at 4:00 p.m.

Respectfully submitted

S. Covis 10/19/2021