

Lee-Whedon Memorial Library
Board Meeting October 19, 2020

Present: C. Kiebala, I. Mark, S. O'Dea, D. Schwert, K. Mostyn, S. Covis

Excused: B. Conners

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

K. Mostyn called the meeting to order at 4:03 p.m.

The agenda was unanimously adopted on a motion by C. Kiebala and seconded by S. O'Dea.

The September minutes were unanimously approved on a motion made by S. O'Dea and seconded by C. Kiebala.

Financial Reports were distributed for the month of September:

- September Drawer Deposit \$861.38 (Fines \$67.75, Fax \$175, Notary \$8, Lost \$58.93, Memorials \$215, Gift: \$15)
 - Non-Drawer: Square automatic deposit: \$195.53, LAA \$210
- 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.
- PILOT update: We will be part of the Western New York Energy PILOT program. K. Mostyn is sending a letter to the school district asking to be kept up to date on the funds. We should start receiving PILOT money from the solar farm starting in 2021.
- Aging: \$41,017.81, Transactions: \$7,744.89
- Credit card is higher than normal because we are purchasing a lot of PPE supplies. We also purchased Chromebook laptops to be used by students and tutors at the study tables in the library. We are hoping to apply for a grant to cover these costs.
- D. Schwert 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 S. O'Dea and seconded by I. Mark.

Our monthly statistics for September were an attendance of 1,458 with no curbside pickups, circulation of 4,600, computer use of 196, Overdrive downloads of 186, Zinio downloads of 46, and Hoopla downloads of 242. Our attendance is down from August because we had the booksale in August that brought in more people, but we are still up from July. We had no curbside pickups this month, but we will continue to offer it for people who do not feel comfortable coming into the library or who do not want to wear a mask. Computer use is still down because we only have three computers available for patron use.

Nioga:

No news from Nioga. The Governor did pass the new budget, but we are still waiting to see how that will affect Nioga. The Directors' meeting is next week, so K. Mostyn should know more then.

Lee-Whedon:

Audit: We had our annual audit this week. It was all virtual this year, so we uploaded all of the documents they needed to see, and they sent us requests for anything else they needed.

Hotspot Grant: We have won the Community Connect: Digital Access at Home Grant offered by ALA and Capital One. With this grant, our library will be receiving 5 Verizon hotspots with two year service plans to lend out to

patrons. The grant term will begin in November 2020 and will continue through November 2022. We should be receiving the hotspots in the mail in November. We will be developing a lending policy for the hotspots.

Along with the hotspots, we are required to offer four Ready, Set, Bank programs on online banking introduction, benefits, and security. The grant provides a \$2,000 stipend for implementing these programs and purchasing associated materials for our collection.

2020 Construction Grant/HVAC Update: We have received official notification that we have been approved for \$192,795 for the 2020 Construction Grant for the HVAC project.

Demolition for the HVAC project will begin on Wednesday, October 21. The library will be without heat until the 30th. Parise will be bringing in heaters for the library to use while we are without heat. The library will also be without hot water while the boiler is being replaced.

Brainfuse: Brainfuse is a live online tutoring database the library is looking to purchase. This database would provide one-on-one homework help. Students can send in their questions to teachers to receive assistance. Students would have access to writing help, lessons, video tutorials, practice tests, ACT/ACT/GED test help, and assistance with resume writing and interview preparation. This would cost \$2,500 a year for unlimited use, and it would be accessible to patrons through the library's website. Purchase of this database was unanimously approved on a motion made by C. Kiebala and seconded by S. O'Dea.

Legislature Appeal: D. Schwert went to the legislature to appeal for funding. He gave a speech asking for \$1 per capita in funding, and asking that our funding at least does not decrease. Ginny Hughes attended on behalf of Holley and spoke about the importance of the local library for people looking to move into an area. Tom and Lisa from Nioga also attended. Sharon Kleinhans sent packets to the legislature with our statistics, the programs we offer, and community response toward the library.

Pandemic Operations Plan: In July, Governor Cuomo passed a law stating that we need a Pandemic Operations Plan to prepare for future closures due to a pandemic. K. Mostyn distributed a Pandemic Operations Plan she has drafted for the Board to read and approve. This plan is to be used in case of future emergency closures, and it details a plan for reopening by phases. This plan was developed based on Board decisions during the library closure this spring and summer. The plan was read and unanimously approved on a motion by I. Mark and seconded by S. O'Dea.

Snow Plow Proposal: We received a contract from Mark Stornelli who did our snow removal last year. It is the same contract as last year. It will be \$2,500 for the year. He will come to plow whenever we get 2-3 inches of snow and will salt once a day when necessary. He will also clear the sidewalks. The Board unanimously agreed to approve the contract on a motion by C. Kiebala and seconded by I. Mark.

Parking Lot: K. Mostyn called Pro Seal. They responded saying they would give us a quote in mid-September. We still have not heard back from them. K. Mostyn has tried calling and emailing but cannot get ahold of them. Five Star was also contacted, but we have not heard back from them either. D. Schwert suggested asking the Town of Shelby to repair the parking lot.

Gardens: Michael Klepp brought in some photos of flowers he is planning to plant in the gardens to replace the shrub that burned. He is planning to plant Common Shrub, Common Milkweed, Wild Bergamot, and Glory of the Snow. These are all either native plants or pollinators. Michael plans to do as much as he can this fall and will finish in the spring.

Staffing Changes: Our Children’s Librarian, Suzanne, has sent in her letter of resignation. She will be retiring on January 1st. We have offered the position to Kelsie who is currently working here as a desk clerk. The position is the same Civil Service title of Library Aide, so we are hoping just to move her into the position as we did when Lisa moved into Karen’s position.

Suzanne has been working with Kelsie, having her watch storytimes, and taking her to Jen’s Daycare, Toddler’s Inn, and Head Start to see if she is a good fit for the position, and Suzanne believes she will be. Kelsie is interested in the position.

The Board will decide what the pay will be for the position. K. Mostyn will look to see what Suzanne’s starting pay was, as well as what the pay is for comparable positions.

Christmas Party: The staff normally makes our own food to bring in for the Christmas party but will not be able to do that this year. We would like to request approval to pay to cater the party instead. We are expecting to spend around \$150-200 at the most. This was unanimously approved on a motion made by C. Kiebala and seconded by S. O’Dea.

We are also requesting permission to close for the party. This would be Monday, December 14 from 12-2 p.m. This was unanimously approved on a motion by S. O’Dea and seconded by C. Kiebala.

Employee Handbook: Pages 7-9 of the new employee handbook were distributed to go over for approval. A new section on computer use has been added to the handbook. There was not a policy for appropriate employee computer use previously. The confidentiality section was updated to state that staff should not make negative comments about patrons or staff and should refrain from discussing personal issues and personal opinions on controversial topics while working. Under disciplinary action, it has been added that written warnings will be placed in the employee’s personnel file, and if employees are placed on probation, it will not exceed 90 days, and employees will receive their expectations in writing. The term “business casual” was added to dress code. This portion of the handbook was unanimously approved on a motion made by S. O’Dea and seconded by C. Kiebala.

Programs: We are continuing to offer small programs. Patrons are asked to wear masks and socially distance. Suzanne is offering storytime programs, and we have offered some craft programs for teens and adults. The programs are filling up; people are attending.

Santa will not be coming to the library this year. We are having a costume day for Halloween on Friday, October 30 from 12-7 p.m. Children who visit the library wearing a costume will get a free book and a treat to take home. The books are from donations or were purchased at a discounted price from Scholastic. Tops also donated toys that we will be giving away.

The Medina Historical Society normally has programs at the library the last Monday of every month, but they are not doing so currently. They are planning to begin doing programs in January with their Show and Tell.

Meeting was adjourned at 5:00 p.m. on a motion by S. O’Dea and seconded by D. Schwert and approved by all.

The next Regular Board Meeting is November 9 at 4:00 p.m.

Respectfully submitted
S. Covis 10/20/2020