

Lee-Whedon Memorial Library
Board Meeting September 10, 2018

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

The Open Hearing was held.

C. Cooper called the meeting to order at 4:01 p.m.

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

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

Financial Reports were distributed for the month of August:

- August 30th Deposit \$1,253.40 (Re-Reg \$42, Fines \$361.07, Fax \$347, Notary \$24, Lost \$349.68)
 - Square automatic Deposit: Fax \$17.49, Fines \$55.19
 - Total cash & credit deposits for Fax \$364.49 and Fines \$416.26
- Aging: \$6,859.13, Transactions: \$3,824.19
 - All trustees present read and initialed the reports
- B. Conners made a motion to pay the bills and it was seconded by C. Kiebala. The motion passed unanimously.
- Received 90% of the Construction Grant from last year. It was deposited into the M&T Capital Fund.
- Our new fire and intrusion system will be installed this week or next. A motion was made by S. O'Dea and seconded by C. Kiebala to send a letter to Dave Moore at Sectel informing him that we have changed service providers. The motion passed unanimously.
- C. Cooper had to move money from Key Bank Corporate to Bank of Castile Corporate to cover our upcoming monthly expenses. We may need to move money again to cover our October expenses. Our tax money is received in November in December after which we will be fine.
- 218 North Ave property is still pending. Andrew Meier is still waiting for the Abstract to be sent. The request has been expedited.
- The Financial Report was reviewed and unanimously approved on a motion made by C. Kiebala and seconded by I. Mark.

Our monthly statistics for August were an attendance of 7,554, circulation of 6,255, computer use of 570, Overdrive downloads of 86, Zinio downloads of 30, and Hoopla downloads of 200.

Panek Coatings will be coming to power wash and seal the brick at the end of September.

The FOL book sale earned \$1,400 in August. They had a lot of people on Friday.

C. Cooper sent the letter regarding the future of 214 North Ave. We received an informal response suggesting that they were happy to sell the property to the library.

The HVAC computer was infected with ransomware created by the Russian mafia last month. U&S analyzed the computer to determine what we were infected with, when we were infected, and if the computer was salvageable. The computer needed to be replaced, U&S covered that cost. However, we needed to purchase additional software and equipment to ensure that we do not have this issue again. It will increase our yearly contract. Our current contract is \$2250 and was unanimously approved on a motion by I. Mark and seconded by C. Kiebala.

Charlie Slack dropped off our new insurance coverage, effective 1 September 2018. The coverage amount was increased to \$2,819,453 for the building and contents. Our general liability increased about 8%. We received dividends this past year for Worker's Comp at 10% and the building at 15% of our premiums.

C. Cooper presented the amended by-laws as discussed at the last meeting regarding term limits. They were unanimously approved on a motion by D Schwert and seconded by B. Conners.

The Patron Photograph and Surveillance Camera policies distributed at the last meeting were both unanimously approved on a motion by C. Kiebala and seconded by B. Conners.

C. Cooper has contacted Cichocki about resealing and striping the parking lot. The timing was not good for them due to a death in the family. They also appear to be refocusing their business on concrete. We are now open on Saturdays and cannot have the parking lot closed for the work. C. Cooper will contact other companies in the spring for quotes and schedule the work for June after we close on Saturdays again.

C. Cooper and K. Mostyn went to Hoag Library to receive our ceremonial check from Senator Ortt. We will receive \$5,000 in Bullet Aid.

C. Kiebala wondered if we could get a diagram of the flowers in our garden from M. Klepp. They are quite lovely and she thought others would likely be interested too. C. Cooper will request a diagram with both the common and scientific names of the plants.

Programs:

- The Medina Historical Society programs are starting on Sept. 24th with A Suitcase of Memories: Forgotten Crash Remembered.
- K. Mostyn is running her 5th Annual ComicCon this week.
- S. McAllister's fall story times are beginning this week.

The Board meeting was adjourned at 4:50 p.m.

The next Regular Board Meeting is October 15th at 4:00 p.m.