

**Lee-Whedon Memorial Library  
Board Meeting September 12, 2022**

Present: K. Boice, 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 4:01 p.m.

**Adoption of Agenda:**

The agenda was unanimously adopted on a motion by K. Boice and seconded by I. Mark.

**Approval of Minutes:**

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

**Financial/Business Reports:**

Financial Reports were distributed for the month of August:

- Deposit: \$1,363.43
- Transaction: \$1,483.67, Aging: \$11,812.82
- S. O'Dea made a motion to pay the bills and was seconded by C. Kiebala. The motion passed unanimously.
- The 990 form prepared by S. Kleinhans was reviewed and approved on a motion by C. Kiebala and seconded by K. Boice.

**Director's Report:**

**Lee-Whedon:**

**Audit:** Our audit with Kristie Beach will begin on September 15<sup>th</sup>. We have already sent documents, including the 990 to prepare for the audit. The audit is scheduled to take place on that Thursday and Friday.

**Patron issue:** We have had issues with a patron coming in to the library and harassing the staff. He frequently makes inappropriate comments that make the staff uncomfortable. He has been spoken to about his behavior and has not been in since. Hopefully the issue has been resolved, but the Board should be aware of the issue. Everything has been documented.

**Outdoor spigot:** Albion Plumbing was at the library to look at the outdoor spigot that was not working. They looked it over and said everything was fine. It had somehow been turned off inside. It is working fine now, and it did not cost anything to have Albion Plumbing look at it.

**United Way IT kit:** The United Way IT kit is now available to circulate. It contains virtual conference and presentation equipment, including a projector, Chromebook, and videoconferencing unit. Kristine estimated there is approximately \$1700 worth of equipment in the kit. The kit can only be checked out by nonprofits or digital mentors. We are keeping track of who checks it out and what it is being used for. Both Albion and Medina have kits available. Sharon will be taking the training to become a digital mentor for Medina.

**Construction grant:** The Construction grant has not been announced yet. They are in the final steps of reviewing the applications, but no announcements will be made until all libraries in the state are finished with all requirements. We are hoping to hear by the end of October.

### **Statistics:**

Our monthly statistics for August were an attendance of 6,498, circulation of 5,042, computer use of 453, Libby downloads of 199, and Hoopla downloads of 355.

### **Programs:**

Fall programs have begun. Last Tuesday, we had the second speaker for the Suffrage series. Cathy McGrath presented the Songs of Suffrage. There were about 10 people who attended, and everyone who attended said it was a fantastic presentation. Friday was the first Medina Historical Society meeting. An author was here to present on her book about Silas Burroughs. There was a great turnout for the event with around 80-90 attendees. The first fall craft program was this Saturday, which was also the first Saturday the library was reopened. 13 people attended the program. Children's programs will be starting this week with storytimes, and the regular STEM Club and Big Kid Book Club will be continuing this month.

### **Other:**

The library tax was incorrect on the school tax bills that were sent out. The bill included our tax levy from last year rather than the higher levy that was approved for this year. The amount was about 19,000 short. We are working with the school to have this corrected. Somehow, the necessary individuals did not receive the letter K. Mostyn sent requesting the funds. In the future, the school requests that we deliver multiple letters addressed to the correct people in May right after the budget is approved so hopefully this will not happen again.

### **Policy/Procedure Review:**

**Collection Development/Reconsideration:** In light of the recent wave of book challenges across the country, it is important that all staff and Board members are comfortable with the policies and procedures for handling any book challenges so that we are all prepared should we need to respond to a challenge. It would be a good idea to run through the policy a few times a year just to be sure that everyone is familiar with the procedures. There is a law in New York that protects librarians who select materials for libraries. They cannot be held legally responsible for materials that are selected for the library.

### **Other Business:**

**Passero Associates contract:** Passero has proposed \$22,500 for their services in running the building plan and developing schematics. The Board would like to discuss when we would have to specify that we are interested in creating a building that is LEED certified or any other sustainability certification. There are likely many grants available for any type of building projects associated with sustainability. Passero may know of some that we can look into. D. Schwert made a motion to approve the proposed contract. The motion was seconded by C. Kiebal and approved by all. We will also move forward with research on potentially including EV stations at the library.

**Sound system:** The Medina Historical Society meeting had a great turnout, but several people expressed concern over the sound system as the speaker was very difficult to hear. Many people approached Dave, asking if the sound system would be fixed for the next program. It is a new sound system, but we can look into upgrades and also using a headset microphone instead of the lapel microphone that was used during this program.

The meeting was adjourned at 4:57 p.m. on a motion by K. Boice, seconded by I. Mark and approved by all.

**The next regular Board Meeting is October 17, 2022 at 4:00 p.m.**

**Respectfully submitted**

**S. Covis 9/13/2022**