

Lee-Whedon Memorial Library
Board Meeting September 14, 2020

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

Excused: I. Mark

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

K. Mostyn called the meeting to order at 3:57 p.m.

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

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

Financial Reports were distributed for the month of August:

- August Drawer Deposit \$2,965.23 (Fines \$78.50, Fax \$105, Notary \$16, Lost \$180.50, Memorials \$335)
 - Non-Drawer: Square automatic deposit: \$41.27, Copier: \$1,003.50
- Received last 10% of 2019 Construction Grant, \$2,592
- Utica National, \$278.50
- Aging: \$16,549.26, Transactions: \$5,130.54
 - All trustees in attendance read and signed the reports
- C. Kiebala made a motion to pay the bills and was seconded by B. Conners. The motion passed unanimously.
- The Financial Report was reviewed and unanimously approved on a motion made by C. Kiebala and seconded by B. Conners.

Our monthly statistics for August were an attendance of 6,296 plus 4 curbside pickups, circulation of 3,470, computer use of 166, Overdrive downloads of 177, Zinio downloads of 52, and Hoopla downloads of 231. We have made study tables available for students and tutors to reserve for schoolwork.

Nioga:

Tom Bindeman anticipates a shortfall of approximately \$70,000 for the remainder of this year. Tom believes they will be able to manage if they zero out all of their extra accounts. Nioga's fiscal year is January-December. If cuts remain the same for next year (23%), they anticipate a shortfall of \$200,000 starting in January 2021. In a Daily News article, Tom stated that this will mean eliminating three and a half staff members. Tom has already taken a 5% pay cut.

Nioga currently pays for the library system's catalog, our barcodes, Zinnio, and the base subscription for Overdrive. Without Nioga, we would have to pick up all of these costs, get a new catalog and add all of our item records, and we would lose interlibrary loan.

Lee-Whedon:

New Minimum Standards for Public Libraries: The new Minimum Standards go into effect on January 1. This will mean more paperwork for the Board. Members will need to sign a Conflict of Interest Form and Ethics Statement each year. These forms were distributed to Board members, signed, and returned.

Our library policies will now need to be reviewed every five years. K. Mostyn has created a list of policies that will need to be reviewed in upcoming meetings. The policies do not need to be changed. They just need to be reviewed to make sure they are still relevant and marked with the date of review.

The minimum standards state that all staff must receive annual technology training, but it was not specified what this training must include.

The State Library will be making sure that all libraries are meeting these new standards.

New Hire: Darlene Schepis was selected for the available Library Clerk position. The Board unanimously approved the hire of Darlene Schepis on a motion made by D. Schwert and seconded by C. Kiebala.

HVAC Update: We have not yet received the signed contract from Parise Mechanical, but they do have it. They have submitted the first order for materials. Due to manufacturing delays, Parise stated that they will either require an extra \$4,000 for expedited shipping or an extended construction deadline of two weeks. We have agreed to extend deadline two weeks into November. The materials needed for the heating portion of the project will take the longest to arrive. They anticipate it will take two days to demo and three days to get the new system functioning. The library will not have heat during this time, so Parise will provide us with industrial heaters. While they are waiting for the parts for the heating system, they will continue with other work: replacing the boiler, return pump, and ducts.

Video Surveillance Update: There is no more Construction Grant money to apply for this year, so we will apply next year to cover the costs of updating the surveillance system. U&S has already been in to look at the old system, and they will be installing the new cameras and replacing the server in the next couple of weeks.

Book Sale: The book sale was conducted differently this year. It was held over four Fridays in August instead of one big event. The book sale earned \$1,075, which was less than a \$300 difference from previous sales. We did a bag sale this year, so most of the books were sold by the end of the sale.

Our main book supplier, Baker and Taylor, is offering a new program called Sustainable Shelves. When we are weeding our book collections, we will send them a list of the books we are removing from the collection. They will let us know which books they will buy back from us, and we will receive 15% of the cost of the books. Most of the books that we include in the book sale come from donations, so we hope this will not have a big impact on income from the sale and will hopefully bring in a little more.

Garden Signs: K. Mostyn found signs on Etsy that could work for the garden. They would be 3 by 4 inches and have a stake on the bottom to secure them in the ground. These signs would be \$10 each, and we can choose the color. It was unanimously agreed upon by the Board to purchase these signs.

Landscaping Contract: Our landscaper, Michael Klepp, has not billed the library since 2018, so we developed a contract to ensure he does regularly receive payment for his work. The contract we gave him stated we would pay him \$2500 at the beginning of the year, and we would pay him any extra required at the end of the year based on supplies he purchased. He sent back a new contract with updates. The new contract specifies an overall payment of \$3500. It was requested by the Board that he provide us an inventory list detailing what plants and supplies he bought and the cost of the items. The contract was unanimously approved on a motion made by C. Kiebala and seconded by D. Schwert.

Legislature Appeal: Every year, the library directors go to the legislature to appeal for funding. They usually ask for \$1 per capita for funding. We never get that much, but it is still important to go and express our importance to the legislature. Sharon Kleinhans sends a quarterly packet to the legislature with our statistics and the programs we offer. This year, we are asking Board members to go to the appeal instead in the hopes that they will be able to offer something different in the appeal and potentially receive more finding. D. Schwert has agreed to go for Medina. Our current funding is 23 cents per capita, and we are hoping for at least that for this upcoming year.

Employee Handbook: According to the Minimum Standards for Public Libraries, the Employee Handbook must also be reviewed every five years, so we will begin going through the handbook piece by piece. Catherine Cooper worked on updating the handbook before she retired. K. Mostyn distributed the first two pages of the handbook for review. The handbook is now organized alphabetically, and a few changes have been made. Accrual schedule for annual leave for full time staff has been added to the handbook. This has always been done but was never part of the handbook. The tobacco policy has been expanded to include alcohol and drug use. Annual leave carry over policy has been extended to October 1st. An appointment policy for new hires has been added. The library has always done this, but it was never in the manual. Part time employees have been given bereavement leave. Break times for full time staff have changed to allow an hour lunch break for shifts seven hours or more. This portion of the handbook was unanimously approved on a motion made by S. O'Dea and seconded by C. Kiebala.

Programs:

- Children's storytime programs begin tomorrow. They will be held in-person.
- Teen/adult programming will begin with a craft program on September 26. It will also be held in the library.
- We are planning programs for September and October, but we are waiting to plan November and onward to assess the Covid situation to determine what can safely be done.
- Suzanne has booked Santa Storytime for this year to assure she has a space if we are able to host the event. She is planning on having the program in two separate sessions to limit the number of people attending at one time.
- Suzanne is planning to host special programs for homeschool students. She will not be advertising them so that she can make them available specifically to homeschooling families.
- She is doing outreach at several daycares as they are not able to bring the children to the library. She is going to Head Start, P. Raising, Toddlers' Inn, and Jen's Gems Daycare.
- Finally Fridays concerts will not be held this year. We will start advertising in October.

Other: D. Schwert mentioned potholes in parking lot that will need to be filled before the cold weather. K. Mostyn will look to see who will be able to do this. The decision was unanimously approved to get this done as soon as possible on a motion made by D. Schwert and seconded by C. Kiebala.

Meeting was adjourned at 5:13 p.m. on a motion by D. Schwert and seconded by B. Connors and approved by all.

The next Regular Board Meeting is October 19 at 4:00 p.m.

Respectfully submitted

S. Covis 9/15/2020