

Lee-Whedon Memorial Library

Board Meeting March 9, 2020

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 4:00 p.m.

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

The February minutes as amended with the correct were unanimously approved on a motion made by C. Kiebala and seconded by D. Schwert.

Financial Reports were distributed for the month of February:

- February Drawer Deposit 1,289.93 (Fines \$369.55, Fax \$299, Notary \$23, Lost \$285.51, Memorials \$25, Donation \$155)
 - Square automatic deposit: Fax \$1.85 and Fines \$144.06
 - Total cash & credit deposits: Fax \$300.85 and Fines \$513.61
- Non-Drawer Deposit: \$2,869.80 (County \$2663.80, Child Welfare \$200, and Rundel \$6)
- Received \$2,500 from Go-Art grant for Finally Fridays!
- Aging: \$8,387.38, Transactions: \$2,082.25
 - All trustees present read and initialed the reports
- 2 CDs are coming due at Five Star this month. One on the 14th for \$105,017.82 at 2.81% and the second on the 25th for \$76,973. We will rollover the CDs to continue growing at the best rate possible. I. Mark made a motion to approve the reinvestment and was seconded by C. Kiebala. The motion was unanimously approved.
- S. O'Dea made a motion to pay the bills and was seconded by B. Conners. The motion passed unanimously.
- D. Schwert enquired about the current month net being in the red. C. Cooper explained that the monthly net line shows our monthly revenue minus our monthly expenses and is often in the red because we receive the majority of our revenue in 2 payments.
- The Financial Report was reviewed and unanimously approved on a motion made by D. Schwert and seconded by S. O'Dea.

Our monthly statistics for February were an attendance of 6,314, circulation of 5,580, computer use of 425, Overdrive downloads of 116, Zinio downloads of 36, and Hoopla downloads of 241.

The audit from Freed-Maxxick was unanimously approved on a motion by S. O'Dea and seconded by C. Kiebala.

The Annual Report was unanimously approved on a motion by I. Mark and seconded by C. Kiebala. C. Cooper highlighted that our total collection usage increased this past year.

HVAC update: Ken from PRES inspected the boiler room for the suspected asbestos caulk. He wanted to know exactly where the caulking was before proceeding. He is waiting for a response from Sienna.

The Annual Meeting will be held on May 11th at 7:00 p.m. Our Annual Vote will take place on May 12th. C. Kiebala is up for reelection. She is getting signatures for her petition.

I. Mark made a motion to provisionally appoint K. Mostyn the Library Director starting July 1, 2020 pending her Civil Service exam. She will start at \$58,000 for a 6 month probationary period and then increase to \$60,000 annually. C. Kiebala seconded the motion and was unanimously approved.

K. Mostyn presented the proposed 2020-2021 Budget. The Board will review it, make any necessary changes, and approve it at the next meeting.

K. Mostyn thanked the Board for allowing her to attend PLA. The theme was Equity, Diversity and Social Justice. She has many ideas for the future.

MCSD contacted C. Cooper about using the library for the pre-Kindergarten sessions again this summer.

Programs:

- Finally Fridays! has its last performance this Friday.
- K. Mostyn will be presenting on Fold3 this month
- Medina Historical Society presentation this month is by the Company F sculptor.
- S. McAllister continues to have great attendance at her children's program.
- D. Schwert will be presenting a seminar on Influenza on the 18th

The meeting was adjourned at 5:15 p.m.

The next Regular Board Meeting is April 13 at 4:00 p.m.

Respectfully submitted

K. Mostyn 3/10/2020