

Livonia Public Library

Board of Trustees Meeting April 11, 2023

Present: Pat Genthner, Christine Cruso, Brian Donnelly, Rick Williams, Tammy Woodruff, Denise Cendoma, Cori Quinn, Liz Smith-Rossiter

Also Present: Shamika Fusco, Library Director

Absent: Peter Dougherty, Livonia Town Board Liaison, Mae Sharman

Board Meeting Minutes: Minutes of the March 2023 Library Board meeting were reviewed. Christine Cruso made a motion to accept the minutes, seconded by Rick Williams. Motion passed.

Treasurer's Report: Brian Donnelly

Brian distributed the Treasurer's Report for March 2023. Bills for March in the amount of \$5,593.68 were presented for payment. After Board review Denise Cendoma made a motion to pay the bills, seconded by Liz Smith-Rossiter. Motion passed.

DIRECTOR'S REPORT

Shamika Fusco

March 14, 2023

Priority One: Children and Adult Programming

1. Action Step One: Provide Events & Classes for All Ages

- a. Mental Health Self Care & MELT (Art of Self-Care)
- b. CPR Training & Defensive Driving
- c. Let's Play Euchre!
- d. Celebrating Women's History
- e. Alzheimer Association
- f. Drop in Knitting with Barb2. Action
- g. Pysanky Eggs

2. Action Step Four: Engaging Teens with Programming & Events

- a. Teen Advisory Board Meeting
- b. Dungeons & Dragons

Priority Two: Communication with our Community

1. Action Step One: Advertise with local outlets

- a. Livingston County News
- b. Genesee Valley Penny Saver

2. Action Step Three: Increase libraries Social Media presence

- a. Social Media (Facebook/Instagram)

3. Action Step Four: Maintain a Library Newsletter

4. Action Step Five: Community Outreach

- a. Sent by Ravens Food Pantry

Priority Three: Diversity of Collection

1. Action Step One: Continuous analysis of collection.

- a. Weeding of the collection/reallocation of funds.
- b. Received donation from (Arnett Library)
- c. New book display to increase circulation of old material

2. Action Step Two: Expansion of alternative collection.

- a. Researching methods to advertise/catalog non-print materials.
- b. Inquire about other museum/gallery passes or experiences

3. Action Step Four: Increase budget for areas of collections with the highest collection.

- a. FRPPL Funds allocated to YA (Young Adult) collection.

4. Action Step Five: Increase OWWL2Go Budget

Priority Four: Budget & Staff Support

1. Action Step One: Seek and realize outside sources of funding

- a. Continue to partner and collaborate with the Friends of the Livonia Public Library.

b. Connect with local/regional organizations to support programming ie giveaways, gift cards and volunteerism

2. Action Step Two: Staff Development

- a. Continue/encourage staff to attend professional/continuing education workshops and conferences.
- b. Plan and implement staff day training (May 2023)

Priority Five: Resource Access and Availability

1. **Action Step One:** Equity of access to Library resources, programs, and services.

- a. Continue community collaborations/partnerships.
- b. Offer reference desk services for more hands-on assistance.

Other Items of Notes

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1. March by the Numbers TBD
 - a. New Patrons: 31
 - b. Overall Items Circulated: 4517
 - b. Overdrive Circulation: 677
 - c. Library Program Attendance: 392
 - d. Total Room use: 79
 - e. Public Computer and Wi-Fi Use: 260
 - f. Website Traffic: 1750

2. Upcoming April Events

- a. Iditarod
- b. MELT (Art of Self-Care)
- c. Let's Play Euchre
- d. Psanky Egg Storytime
- e. Mah Jongg
- f. Dungeons & Dragons
- g. Teen Advisory Board Meeting
- h. Alzheimer Association
- i. Painting for Preschoolers (Friend's)

3. Staff /Personnel

- a. Vacancies
 - 6 Hour Clerk position (filled)
 - Youth Services Library Assistant (filled)
- b. Resignation(s)

4. Finance

- a. Town Issued credit card
- b. General Ledger
- c. Petty Cash
- d. 2022 Reconciliation

5. Building & amp; Maintenance

- a. Parking Lot Fence (Town)
- b. Cleaner (New Contract April 1st)
- c. Rug Service (Reduced to Weekly)
- d. Elevator Inspection (Completed)
- e. Access Contract Decision

6. Misc.

- a. Director's Training/ALA (Completed)
- b. Annual Report (Completed)
- c. Annual Report to the Community (drafted)
- d. Technology upgrades (Friends)

Friends Report: Sally Collins April 2023 Report to Library Board of Trustees

submitted by Sally Collins, Friends Liaison to the Library Board
Vice-President, Friends of the Livonia Public Library, Inc.

Euchre for Adults 18+. March was well attended and evening sessions have been added.

Feedback and comments from Wendy Monroe/host of Euchre:

It was so nice to see some good friends I haven't seen in awhile and nice to meet new ones.

Glad to help get people out and socializing again after COVID. I know some people got very lonely.

Dawn Johnston asked Friends to partner with Simply Positive and Groove-E Sun Designs to present themed programs for Preschoolers ages 2-5. The children will work on a paint project and take home their project and a book. The Friends purchased books & Dawn will supply all paint materials and teach the class. We thank Shamika for her help ordering the books as she purchased them at less cost from Scholastic. The first class on April 20 is "Celebrating Spring".

The Iditarod program with Karen Land and her Alaskan Husky and corgi-mix on April 1 was well attended. We had a mix of adults & children. This program was co-sponsored with the Friends of the Lima Public Library.

Friends voted to award a \$250 scholarship in June to Ivy Dudley. Ivy was a huge help during our closure for COVID with helping prepare the kits for youth, and is an active member of our Teen Advisory Board.

Friends Corner

April Free Prize Giveaway included a book, peeps candies, and a musical chick. Monthly

drawing is extremely popular - 100+ tickets filled out each month.

Book Stop Cart sales continue to be strong.

Supporting the library.

The Friends are applying, on behalf of the library, for free weekday tickets to Seabreeze to

be used for a raffle to support the end of Summer Reading Party.

Work continues on staff area needs: James painted the floor this week (at no charge!)

Shamika submitted a request form for wireless keyboards and mice for the staff

computers, webcam for director computer, office chair for desk (mobile style), paper sorter for children's construction paper storage, chair for Children's Services coordinators desk. These purchases were approved by the Friends Group.

The "Bowling for Books" contest is set up in the Friends corner, recognizing the theme of

National Library Week, There's More to the Story. The prize is a \$25 family gift card to

Livingston Lanes in Geneseo, a bowling set, & book Curious George Goes Bowling. When filling

out the tickets, children are asked to list their favorite book; results will be displayed on

Old Business

- Reviewed the PLS Training for 2023 Requirements & Workshops
- Trustee Workshop at Wadsworth Library (4/26 at 6 pm)
- Workplace Violence training (due 4/29/23)
- Sexual Harassment Training

New Business: Shamika discussed with the Board hiring Steven Morris as a substitute part-time clerk. The name will be presented to the Town Board for approval.

Committee Updates

- **Budget:** Brian, Liz: Discussion on replacement for Pam's position, salary, approval from Town for increase, Early Childhood 2 year degree, position will be full time
- **Building & Grounds:** Rick, Brian, Pat: Village will be doing mulching within the next two weeks
- **Personal:** Christine, Liz, Tammy: No report
- **Policy:** Christine, Denise, Cori: Committee will be meeting on Friday, 4/14/23
- **Publicity:** No report

Brian Donnelly made a motion to adjourn the meeting, seconded by Liz Smith-Rossiter. Motion passed. Meeting adjourned.

**Respectfully submitted: Pat Genthner, Secretary
Library Board of Trustees**