



## **Livonia Public Library Board of Trustees Meeting Minutes**

Date: Tuesday, August 8, 2023

Time: 7:00 – 8:00 PM

Location: Patterson Meeting Room

Present: Christine Cruso, Rick Williams, Brian Donnelly, Tammy Woodruff, Denise Cendoma, Cori Quinn, Mae Sharman, Liz Smith-Rossiter, Shamika Fusco

Absent: Peter Dougherty, Livonia Town Board Liaison

Christine Cruso called the meeting to order at 7:01. Approval of minutes for May and June meeting minutes. Motion to accept May minutes Motion made by Mae and seconded by Brian; Motion made by Rick to accept June minutes and Mae seconded.

### **Bills**

Bills totalling \$1907.42 for June. Motion to accept the bills for June made by Mae; Brian seconded. Motion passed.

Bills totalling \$7,110.79 July. Motion to accept bills for July made by Rick; seconded by Mae. Motion passed.

### **Treasurers' Report**

Brian ready for next meeting in September.

### **Director's Report**

narrative- refer to (July) introducing programming- summer reading

Summer reading: registrants over 300 people, including adults- all bracelets gone- check in each week going to do again- less than \$1 for each participant. Planning on continuing for next summer.

Donated prizes for reading; selected prize winners for summer reading challenge.

Mackenzie Yoga story time for extended school year students- special ed students.

Teen programming slow- plan for fall Xandi 10-11 year olds focus to grow them into the library. Xandi family friendly programming- range of ages.

Sarah's programming for adults has been amazing- paint nights/ craft nights. People are looking for more.

Request put in by Shamika for Genesee Country Museum passes- free days promotions.

Corning museum- kids always free, looking for adult passes, SNAP/ EBT recipients are free- promote this information to patrons.



Curating early literacy toys- friends funds (Tony Box)- talk to kids- 8 characters read to children- high risk with losing so we have purchased a couple.

numbers increasing- door count- huge difference now that we're keeping track of the data

Staff: Mackenzie started in July she is not full time capacity- cannot afford to work here and pay for childcare- reevaluate FT at the beginning of the year- learned circulation desk. Desk set-up with kids has been positive. She is doing an internal evaluation of child section.

Steven has been great- came from thrift shop- care for building/ cleaner.

Upcoming events- calendar is full- never less than 10 programs per month; room usage is great

Inspections- backflow prevention inspection (Aug. 9, 2023); reassign security codes- Shamika things to do

Shamika: since Mackenzie PT- make recommendation Shannon steps into children services support role- has been doing it since Pam retired; Mackenzie works with toddler/ preschool age; Shannon has school-age children and support after school programming- creation station, junior creators. Shannon is at 6-11 hours. Proposal that Shannon work the other 16 that Mackenzie can't.

Hired Ashley as a sub to cover Shannon's hours in the evening. Recommendation is supported.

No unattended children's policy- we need to create a policy/ modify policy. Used to have an age policy. Library not liable for children during programming. Per Christine, the policy committee needs to look into unattended children.

Money continuing to come in- Ms. Dorothy passed and she donated funds to Livonia Public Library.

Budget worksheet- happy to report we're doing well. Doubled state aid for the library. Spend more so we can continue to receive money. Budget committee will meet.

Peter does not come to our meetings anymore. Brian- does director report go to Town? Send to Town for their meetings. Mae said we should send everything to Town- copy Pete into all docs.

Summer reading ends tomorrow 8/9- kick off was too long, but make changes for next year.

Major kudos to Shamika and her staff!

Livingston county does have money available- small capital improvement project- some rainwater comes in. Town responsibility? Brian suggested trench drain. Grant is up to \$4000. FOB on the door; cameras in the basement area. There are some potential items to include in the grant request.



Xandi filling some voids in the children's section. Great collection development!

Confirmed no grants that Frank was in the process of doing.

Get a quote from James, Roy White, Brian- for the small capital project.

## **Friends Report**

Sally sent- next big thing finishing up summer reading- donate \$5000 now so Shamika can use at her discretion. Silent auction coming up in October. Book sale trying to find a group of people to haul books- touched base with Gavin. Checked with Boy scouts. Need Thursday at 5 and come back following Saturday to move them. Wednesday- Friday the books are free.

Silent auction- baskets Laura Wilbur donated a baby basket; craft basket; cozy basket. Spread around the library this time for silent auction. Paypal account for Friends changed over to Friends of Livonia from Frank. Donation made on website. Birthday donations from Christine and Liz- should be coming in.

## **Old Business**

Cori taking over as secretary- smooth transition from Pat

PLS required training. Any certificates need to be sent to Liz for documentation. Required 2 hours for trustees.

Policy- system access and confidentiality of library records policy- needs to vote on and approve, resolution to approve policy. The policy to protect stored patron data and set rules to limit risk factors. Comptroller and NYLA in discussions. Change that member library boards acknowledge maintaining a database- protecting patron data.

Overreaching? What happens if the library doesn't approve it? Consequences? Opt-in to data tracking? This was more for association libraries- as they use data for fundraising.

Liz- coalition of directors in system- director buy-in to create policy to minimize the amount of controversy. Each board member fill out agreement form OR we can vote on

Brian makes motion; Mae seconds that we accept the system access and confidentiality of library records policy. Any objections? NO. Motion passed.

Christine staff/ board roster update? Shamika and Christine working on updated copy

## **New Business**

two letters of interest received for Board of Trustee opening left by Pat Genthner's retirement. Mary Mott and Nancy Horn. Mae supports Mary Mott- Mary expressed interest a couple of years ago when there was no opening. She is well-qualified, an asset to the board. Having children come in is good; parents volunteer their time here.

Each candidate brings something to the table- both have financial background, which is great. Nancy expressed some concern at first about the time commitment but is interested in being involved. Consensus is to offer trustee position to Mary Mott. Mae



made motion, Tammy seconded. Motion passed. No objections. Christine will touch base with Nancy and Mary to advise.

Budget kit comes out in August; talk about in September; vote in October. sent to all directors- should be sent to president as well. Shamika forward to Christine.

2024 budget priority- computers- all from 2017.

Brian- cyber security training. Shamika- provided by OWWL. OWWL recommends not buying computers from outside sources. Staff computers first- in budget.

1917-2023 Mae made copies of historical data of staff, board, and budget. History of library.

Mackenzie will not be the civil service title that was originally agreed upon. She is a library assistant. Test was for full time employee. Title given to Mackenzie.

**Budget committee-** nothing for now

**Building and grounds-** plastic covers on beams/ pillars- carpet squares need love too. James?

**Personnel committee-** Evaluations upcoming for director, performance eval; Director evaluations of staff- no set format. Shamika requesting personnel meeting- revisit titles, pay, etc. Budget and personnel meet together to discuss where the gray areas are. Come prepared with what you want to propose. 2% raise? Hours?

**Policy Committee-** required updates to sexual harassment policy- need to work revision into policy. Need to schedule a policy committee meeting. Will send to board for approval. Conflict of interest needs to include when trustees are volunteering. Unattended children policy.

**Publicity-** narcan training- did staff receive training?

Rick attended Zoomobile and Bubbleman- talked to Mike and Stacy Dougherty- book them next year and they'll pay for them.

Motion to adjourn meeting made by Mae; Brian seconded. Meeting adjourned.