

Livonia Public Library

Board of Trustees Meeting May 9, 2023

Present: Pat Genthner, Christine Cruso, Brian Donnelly, Tammy Woodruff, Denise Cendoma, Cori Quinn, Mae Sharman

Also Present: Shamika Fusco, Library Director

Absent: Peter Dougherty, Livonia Town Board Liaison, Liz Smith-Rossiter, Rick Williams

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

Treasurer's Report: Brian Donnelly

There was no Treasurer's Report for April 2023. Bills for April in the amount of \$4,512.74 were presented for payment. After Board discussion, Christine Cruso made a motion to pay the bills, seconded by Denise Cendoma. Motion passed.

Shamika Fusco

Director's Report April 2023

May 9th, 2023

Priority One: Children and Adult Programming

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

- a. Iditarod
- b. Livonia Book Club
- c. Learn to Play Mah Jongg

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

- a. Teen Advisory Board Meeting
- b. Dungeons & Dragons
- c. Makerspace
- d. Wool Needle Felting
- e. Lego Club
- d. Playtime at The Library
- e. Evening Euchre
- f. Drop in Knitting with Barb
- g. Share the Wisdom

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
- b. Elementary School

Priority Three: Diversity of Collection

1. Action Step One: Continuous analysis of collection

- a. Weeding of the collection/reallocation of funds
- b. Created a Tween Collection

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

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

1. April by the Numbers TBD

a. New Patrons: 26

b. Overall Items Circulated: 4346

b. Overdrive Circulation: 644

c. Library Program Attendance: 198

d. Total Room use: 79

e. Public Computer and Wi-Fi Use: 225

f. Website Traffic: 1277

3. Staff /Personnel

a. Vacancies

Children Services Full-Time

b. Resignation(s)- M. Cendoma

c. New Hire- S. Morsch

d. Civil Service

2. Upcoming May Events

- a. May the 4th Be With You!
- b. Wool Felting for Teens
- c. Makerspace Monday
- d. Cake Art
- e. Mah Jongg
- f. Dungeons & Dragons
- g. Teen Advisory Board Meeting
- h. Alzheimer Association
- i. Pajama Storytime
- j. Mental Health Destress

3. Staff /Personnel

- a. Vacancies
 - Children's Services Full-Time
- b. Resignation(s)- M. Cendoma
- c. New Hire- S. Morsch
- d. Civil Service

4. Finance

- a. Town Issued Credit Card
- b. General Ledger
- c. 2022 Reconciliation
- d. Personnel Budget Line Increase
- e. Construction Aid (Parking Lot)

5. Building & Maintenance

- a. Parking Lot Fence (Resident)
- b. Cleaner (Out-Sourcing)
- c. Rug Service
- d. Elevator Inspection
- e. Access Contract Decision
- f. Gardening/Grounds

6. Misc.

- a. Annual Report (Awaiting Feedback)
- b. Sheriffs Warning Fines
- c. Summer Hours

Shamika discussed with the Board the following items:

- Garden & Grounds: who will be weeding and doing garden upkeep; Eileen Peters will no longer do the weeding and upkeep. Christine made a motion to pay Eileen \$160.00 for the weeding she has done, seconded by Brian Donnelly. Motion passed
- The library received a notice from the Livingston County Sheriffs Dept regarding the alarm system at the library. Shamika wants to make sure the alarm is set when the library is closed. In the future the Sheriff's office will charge the library for alarms that are set off due to the alarms not being set.
- Report on the number of hours the library is open; what are the busiest times; Shamika and Sara will prepare a report.

Friends Report for May 2023

The date for the Friends Annual Meeting is Wednesday, June 1 at 6pm in the Patterson Community Room.

The Friends Executive Committee reviewed the Memorandum of Understanding between the Friends and the Library Board that was created in 2019 and added wording to clarify how we handle monies donated. The MOU will be presented to the Library Board at the May Meeting for the Board President's signature.

We are starting to prepare for the Annual Book Sale held during the Autumn in the Village Festival. The sale will be held in the Patterson Community Room on Saturday, September 9 and continue the following week, ending at Noon on Saturday, September 16 supporting the Library

The Friends are supporting the Summer Reading Program with three events/one raffle:

Seneca Park Zoomobile - August 1

19th Century Gaming Movable Museum Program by Museum Educators from the Genesee Country Village & Museum - July 6

Mae has arranged for free martial arts demonstrations Fridays in July by Scott Cavalier, Tatsu Do Martial Arts.

The Friends applied on behalf of the library, for two free Weekday Plus Passes to Seabreeze (we received them today!) to be used for a raffle to support the End of Summer Reading Party.

The Friends will host a summer concert: Flying Boxcar band with Brett Schultz - Aug 10

Children ages 2-5, along with their parents & caregivers enjoyed the April & May painting programs for Preschoolers "Celebrating Spring" & "Celebrating Moms" with Dawn

Johnston/Simply Positive and Groove-E Sun Designs. The final program of the series "Celebrating Dads" will be held June 8.

Friends Corner

May Free Prize Giveaways include a china tea cup engraved with the word "Mother" and handmade bar soap donated by our director, (Thank You Shamika!) **The** second drawing includes a Disney storybook of Disney movies, an Encanto puzzle, and figurines from the Disney movies Encanto & Toy Story 4.

Book Stop Cart sales continue to be strong. We have added donated puzzles to the cart.

The winner of our "Bowling for Books" contest is Tony Strong. We had over 60 entries.

When filling out tickets for the prize, children were asked to list their favorite book; results are now displayed on a poster in the Friends corner

The Board discussed the Memorandum of Understanding with Mae; what it involves and the staff handling of funds for functions. Brian Donnelly made a motion to accept the MOU addendum, seconded by Christine Cruso. Motion passed.

Mae announced that Sally Collins is the new President of the Friends Group and Mae is the Vice-President.

Old Business

Items to review:

- Reconsideration on Banned Books in the library
- Open meeting policy
- Director's yearly evaluation
- PLS Training 2023 requirements & Workshops
- Trustee Workshop at Wadsworth Library summary
- Trustee Workshop Board/Director summary
- Workplace Violence training

New Business

- Board Secretary position vacancy
- Board member vacancy

Committee Updates

- Budget (Brian & Liz) – no report
- Building & Grounds (Rick, Brian, Pat) – no report
- Personnel (Christine, Liz, Tammy) – no report
- Policy (Christine, Denise, Cori) – Committee mtg on 5/12/23 to review
- Conflict of Interest policy
- Publicity – no report

Mae Sharman made a motion to adjourn the meeting, seconded by Cori Quinn. Motion passed. Meeting adjourned.

Respectfully submitted: Pat Genthner, Secretary
Library Board of Trustees