



## Livonia Public Library Board of Trustees Meeting Minutes

Date: Tuesday, February 13, 2024  
Time: 7:00 – 8:00 PM  
Location: Patterson Meeting Room

Present: Liz Smith Rossiter, Mary Mott, Shamika Fusco, Mae Sharman, Denise Cendoma, Brian Donnelly, Christine Cruso, Cori Quinn, Annette Meade (Village Liaison)  
Absent: Tammy Woodruff, Rick Williams, Pete Dougherty (Town Liaison)

<b>Topic</b>
<p><b>Meeting begins</b> Motion to start meeting at 7:03pm; Christine.</p>
<p><b>Approval of January 9<sup>th</sup> Meeting Minutes</b> Motion to approve Denise mad emotion, Brian seconded. Motion passed.</p>
<p><b>Bills</b> 473.17 month of January; Brian made motion, Mae seconded. Motion passed.</p>
<p><b>Director Report (Shamika)</b> staff personnel vacancies- Nancy will be starting next week 2/19/24 Introducing logistics of library first then into Childrens and family services- town received again to vote in position Young adult services- one applicant, one interview- provisional civil service position recommendation for Emily to take position; EAP- Sexual Harassment training- cost for \$371.79 3/1/24- 11/30/24 other EAP services resources available; can use library budget if town declines paying for EAP Comptrollers audit memo says that needs to be sexual harassment certificate Brian, Christine, Rick, Tammy (?) need the training through EAP EAP for the staff- starting on 3/1/24 Christine introduced motion to approve EAP effective 3/1/24; Brian made motion, Mae seconded. Motion passed. interviews: Livonia High Schooler for when our current HS cannot be here Civil service- Sara's job is a problem- was supposed to take civil service test- Town opted for Sara not to take test but there are people on the list that are interested Sara is provisional- if we keep Sara, we're out of compliance (citation) can offer a part time library clerk position 4 hour Saturday position- spare extra \$4000 to be in compliance make motion to approve 4 hour clerk position for Saturdays Christine made motion, Denise seconded. Motion passed.</p>
<p><b>Building &amp; maintenance</b>- access contract in the air- spoke with Adam about elevator- left in his hands SG security- faulty things still happening- handicap entrance- triggers alarm but put in code</p>

fire inspection- open status due to no access to low point behind bookshelf covers pipe. Shelf is empty but not a violation- what do we need to do to close it? Adam says it's a non-working pipe.

Adam did walkthrough for building and zoning

locksmith- door- quote for Patterson door

fixed glass case roughly \$600 for locksmith (in the budget line)

flushing of sprinklers- creates groove- recommended a splash pad (concrete) to prevent mulch from being disturbed

someone local reached out about outdoor window washing- quote done in late March

### **Finances**

capital funds transfer 1/18/24 little over \$8000 left in last year's budget- ask to transfer funds to capital fund- get clarification on what they can be used for

receiver of bilingual books partnership books grant- set of 24 levels 1-4- focus on early literacy area allowing for homeschooling parents/ families

or those who miss pre-K so they have some resources to educate

requirement that jobs provide some type of retirement/ alternative deferred

compensation plan- 457 deferral plan for full time employees (NYS retirement)

benefit paperwork

Friends foundation of Rochester public library- additional grant used for young adult collection last year- waiting on offer letter from the grant

Story walk in hibernation over the winter

hours proposal- data to support why making the proposal- survey Livonia has more hours open than required and open more than libraries that are larger

NYS library minimum 5000-14000 people- minimum 35 hours

Tues-Thurs- higher days of patron usage

heat map- opening time and 3-5 peak times

after 7 pm numbers low and slow- hardest times to employ staff

OWWL trainings on Friday so before 11 staff is trained

total number of hours 47/48 open

summer seasonal hours- something to consider- review

consistency for the community- special extended programming does not apply to hour changes

effective communication plan to advertise information- spring

Christine makes motion to accept recommended hours adjusted; Mae seconded. Motion passed.

Leap Passes- Livonia exploration and Adventure passes

National war plane museum, Seward, Rochester museum and science center, Empire pass, Jello museum, Corning museum

LEAP- create brochure- released on leap day (?)

Propose to Livingston county to see if other libraries want in

Patron caught stealing wireless keyboard and mouse- caught in Sara's desk- 6th grader tutored at library; items found in kitchenette

meet with patron- possibly a small meaningful community service project as restorative young patron in Patterson room shenanigans; another young patron poked holes in furniture- teachable moment- mom will buy patches- consequences age appropriate

Update to policies/ procedures including emergency phone tree  
solar eclipse- program- glasses distributed to those who attend programs- 50 glasses a week (500 total)  
hearts for the homeless in Buffalo looking for someone to house bins- decided NO because it ends up being a dumping ground

**Friends Report (Mae)**

Donations for lakeville food pantry- collect food  
euchre night- teach how to play  
eclipse day  
Pop up book sale on Saturday 4/6 from cart  
village tentatively planning events for viewing for eclipse- art park and Bowen- fundraising opportunity- activities for kids  
quilt raffle- Sue Magin- donated two quilts- raffle- digital pay methods are working well  
winter one for winter time  
bingo night- seniors  
donations on book cart going well  
met with James on permanent book shelf in lieu of cart  
free monthly giveaways- March madness, dr Suess, ready for spring basket, guessing game and mother's day, candy guessing

**Old Business**

- Sexual Harassment Training- covered above
- 2024 Strategic Plan (3/12, 6 PM with Ron)- meeting before board meeting to do strategic plan; Liz is bringing food; staff viewpoint on strategic plan

**New Business**

Maureen McCarron writing a grant for gardening segment for summer- 6 week segment every Tuesday- letter of support- library budget

**Committee Updates-** no new updates

- Budget (Brian, Liz, Mary)
- Building and Grounds (Rick, Brian)
- Personnel (Christine, Liz, Tammy) performance review delivered last week in January- completed
- Policy (Christine, Denise, Cori)
- Publicity (Christine)

**Adjournment**

**Make motion to adjourn- Christine; Liz seconded. Motion passed**  
**Meeting adjourned 8:30 PM**

Meeting minutes respectfully submitted by Cori Quinn, Board Secretary