



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

**\*\*Date Change due to weather; from Tuesday, January 9, 2024 to Tuesday January 16, 2024\*\***

Time: 7:00 – 8:30 PM

Location: Patterson Meeting Room

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

Absent: Shamika Fusco, Annette Meade (village liaison), Pete Dougherty (town liaison)

<p><b>Meeting begins</b> Everyone present- 6:56 pm started</p>
<p><b>Approval of December 12<sup>th</sup> Meeting Minutes</b> Brian made motion to approve meeting minutes; Mae seconded</p>
<p><b>Bills</b> Mae makes motion to accept December bills totaling \$19,001.63; Denise seconded; passed</p>
<p><b>Treasurer's Report (Brian)</b> Christmas reimbursement was the only difference this month Recommendation to combine accounts CD nearly 5% for 13 months; small trustee fund to use at our discretion Decision to consolidate accounts and set aside money for trustees fund- Brian will talk to Five Star; put 1/2 into CD</p>
<p><b>Director Report (Christine in Shamika's absence)</b> Shamika mentioned having difficulty getting a locksmith for the office door- Glenn Miller? Rick will check with him Make motion to enter executive session @ 7:00pm Rick made the motion and Mae seconded to discuss personnel 7:15 PM Christine made motion to come out of executive session; Brian seconded No further questions on Director's Report</p>
<p><b>Friends Report (Mae)</b> Friend's book sale cart has made as much throughout the year (2023) as the annual book sale in September 2023 (Autumn in the Village) Mae made suggestion to have bookshelves made where the book cart is (5 shelves); Mae will see if Friend's will approve money for it Friend's programs all set for Valentines, March (Easter, Dr, Suess, St. Patrick's Day)</p>
<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>● OWWL Training 2023 Summary (Liz) trustees completed all required 2 hours; sexual harassment training needs to be completed through town, however, communication has been lacking; OWWL can offer at \$25 per person.</li> <li>● Many need workplace violence training completed as well.</li> <li>● Mae will look into the person who does county election volunteer sexual harassment training</li> <li>● Liz spoke to Ron about strategic planning training and how we could logistically complete for training hours; do the whole process of a strategic plan with new director and new board</li> <li>● Ron from OWWL coming tentatively for March board meeting (March 12th 2024); 6:00 PM board meeting and training and we'll plan for dinner</li> <li>● OWWL 2024 Trustee Education Schedule- forwarded via email</li> <li>● Director Evaluation- evaluating Shamika using three questions- try to send by 1/17/24 at the latest</li> </ul>
<p><b>New Business</b></p>

- 2024 Proposed Holiday Schedule- have we reviewed? Yes, it was reviewed and approved
- 2023 Board Terms- three trustees whose term expired at end of 2023 (Denise, Brian, and Christine); Cori will draft letter for reappointment of these three trustees starting January 01, 2024 for five years- send letter to Pete Dougherty and CC Eric Gott in
- 2024 Trustee funds decisioning- Five Star trustee account already discussed
- *Refer to Agenda Appendix*- President's News from Ron- informational so everyone is aware of annual financial report filed with state comptroller; all public libraries required to submit annual financial report- Shamika will file.
  - Audits- libraries fall under comptroller- outlined key audit findings in appendix; board must have procurement policy and collect supporting documentation for all purchases; board approves vouchers for expenditures
  - Boards should be able to view all bills; abstract of financial transactions does not include invoice- clarification on procurement policy
  - user accounts reviewed regularly
  - sexual harassment trainings need to be completed
  - investment policy which is reviewed annually
  - libraries should also have credit card policy
  - trustees need to complete 2 hours of required training
  - 2023 trustee handbooks OWWL- Ron working his way through to deliver them- online version has yet to be updated
  - policies required on annual report- division of library development- annual report in spring; boards to need to start working through policies before board has submitted
  - possibly missing: financial controls; some need to be renewed
    - this show we need to get a policy meeting on the books soon
  - legal update- as of 11/13/23 all employers must include record of employment and separation record and setting limits on approved vacations
  - meeting room legal guidance- legal risks to setting policy for meeting rooms- need clear criteria consistently followed-policy committee- how do we determine meeting room usage?

### **Committee Updates**

- Budget (Brian, Liz, Mary)
- Building and Grounds (Rick, Brian)
- Personnel (Christine, Liz, Tammy) meeting 1/17/24
- Policy (Christine, Denise, Cori) need to schedule policy meeting
- Publicity (Christine)

### **Adjournment**

motion to adjourn regular meeting and move to annual meeting; Mae makes motion and Brian seconded

*Note: additional meeting materials are available upon request.*

**Next Board Meeting:** February 13<sup>th</sup>, 2024 at 7:00 PM

Meeting Minutes Respectfully Submitted by Cori Quinn.



**Board of Trustees Annual Meeting following Adjournment**  
**of January 16, 2024 meeting \*\*adjusted from 1/9/24 due to weather\*\***

Date: Tuesday, January 16, 2023

Time: 8:30 –9:00 PM

Location: Patterson Meeting Room

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

Absent: Shamika Fusco, Annette Meade (village liaison), Pete Dougherty (town liaison)

1. Minutes of the January 16<sup>th</sup>, 2023 Annual Meeting- Mae makes motion to accept meeting minutes; Brian seconded to accept the minutes.

2. Election of Officers: President Christine Cruso, Vice President Liz Smith-Rossiter Secretary Cori Quinn, Treasurer Brian Donnelly; Mae makes a motion to keep all officers the same for the year.

3. Committee Assignments- Mae makes motion to keep committee assignments as follows; Denise seconded.

- Budget – Brian, Liz, Mary
- Building and Grounds – Brian, Rick
- Personnel – Christine, Tammy, Liz
- Publicity – Christine
- Policy - Christine, Denise, Cori

4. Flag Dates

- |   |                    |
|---|--------------------|
| ● Martin Luther King Day                  | Tammy Woodruff     |
| ● President’s Day                         | Mae Sharman        |
| ● Memorial Day                            | Mary Bock          |
| ● Flag Day                                | Cori Quinn         |
| ● Juneteenth Day (June 20 <sup>th</sup> ) | Liz Smith-Rossiter |
| ● 4 <sup>th</sup> of July                 | Rick Williams      |
| ● Labor Day                               | Christine Cruso    |
| ● September 11th                          | Brian Donnelly     |
| ● Veterans Day                            | Denise Cendoma     |

no concerns with flag schedule

5. Additional Items- none



6. Adjournment Christine makes motion to adjourn 7:55pm; Brian seconded motion.

Meeting Minutes Respectfully Submitted by Cori Quinn.