



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

Date: Tuesday, August 13, 2024

Time: 7:00 - 9:00 PM

Location: Patterson Meeting Room

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

Absent: Shamika Fusco, Denise Cendoma, Brian Donnelly, Annette Meade (village liaison), Pete Dougherty (town liaison)

Meeting called meeting to order- Christine made motion; Mae seconded. Meeting called to order at 7:01 PM.

Opening Public Remarks- no public attendees

Approval of May 21st Meeting Minutes

Mae made motion; Rick seconded. Meeting minutes from May 2024 approved.

Approval of Bills (May, June, July)

May \$9562.14

June \$6503.74

July \$9960.74

Motion to approve the bills for May, June, and July. Mae made motion; Cori seconded. Motion passed.

Q2 Treasurer's Report (Brian)

\$9487.07 for all accounts

Note: There was a debit for the amount of \$201.02 to reimburse Liz for staff recognition.

Motion to approve the Treasurer's report. Mae made the motion; Rick seconded. Treasurer's Report approved.



Director Report (Shamika)

Each month sent

Email to board about clock repair- holds history donated by trustee

Estimate 1279.25

Shamika will proceed

SenSource information- door counter TBD

Sprinkler inspection Aug 2024 due

LLSA grant recvd

Past grant 12752.00

Summer reading went well

Bubble man advertised?

Social media not being utilized- pushing people to go to calendar because all events are there- use the website of all events

Calendar is not user friendly

Bloomfield puts stuff out every day

Advertise on main landing page rather than the multiple steps

Marketing consultant/ website design?

Data tracking for programs to see if website calendar is working

Capturing data from website/ social media traffic

Friends Report (Mae)

Annual meeting was held.

Sept 10th book sale- this year has been a careful collection of books

Donation going to library puzzle board- moveable

Gift card program for National friends of library

- Document where gift card goes to, how much, name of store \$5 and up- a lot of work for Stacy so maybe go back to donating clothing (pjs, etc. things in need of)

Food truck- a lot with food truck- tabled (give truck a spot, advertised, and then patrons pay for items)- hold off until next summer

Monthly baskets are going strong; book shelf is doing very well

Planning a Bingo night

Proposal regarding art work for loan...? Needs further thought/ investigation

Liz held fundraiser for her birthday to support library



Old Business

Sexual Harassment Prevention Training (Liz)

- Cori, Mae (need to check on Mae) are due in September
- Brian, Liz are due in December
- Denise is all set

Trustee Training (Liz)

- Ron's strategic planning training 1.5 hours- Liz will reach out to request logged that we completed those hours
- Any trustee who doesn't fulfill 2 hour requirement considered abandonment of duty
- Any trustee trainings that were recorded will count- submit form to Liz to document

Workplace Violence- through EAP- still waiting on folks

- Cori, Tammy, Christine, Mary, Rick, (maybe need that one) Brian up to date (need to verify)

Board roster is updated with correct emails- when that changes, please update

New Business

Patron banning recommendations (*vote required*)- Shamika passed on two incident reports. Two teens in library disorderly conduct and destroying public library property- on July 31st which they teens did as part of social media post; Shamika recommendation to restrict youth library access according to policy. Shamika is in process of contacting parents about cleaning/ restitution. Based on policy and library board director the teens will have restricted access to meeting/ study rooms unless they're under parent supervision. First incident policy states 30 day restriction and letter be sent to notifying of restriction

- Note: Alternate juvenile policy does not include section 6 of the Code of Conduct policy
- Hemlock room incident- motion to approve recommendation of 30 days restriction for each offender. They are each restricted from study rooms/ meeting rooms without parent/ guardian presence; letter will be sent certified



mail to parents; Tammy made motion, Mae seconded. Motion to restrict each teen for 30 days passed.

Open meeting advertisement

- Public meeting notice is required by law. Christine is going to cancel notice through LCN. Currently notice is posted in the GV penny Saver and at Library.

Patron banning recommendations (*vote required*).

Altercation with currently banned patron (in 6 month ban, expires in September 19th 2024). On August 2nd 2024 Shamika left Patterson meeting room during Livingston county directors meeting to retrieve something from her car when she heard someone yelling. This caught her attention and caused her to go towards the person thinking they were in distress. Shamika realized it was the banned patron on a public street- Shamika realized she was being recorded and the patron used expletives and Shamika in turn began recording the incident; The patron made K turn in vehicle into the Library parking lot. The banned patron was not on library property except for turning around in the lot.

- Shamika recommending permanent ban-
- Workplace violence- menacing behavior then escalates
- Recommending conversation with sheriff's department to get some insight into the options for harassing behavior. Shamika can call the police to file a restraining order. We as a board need to support Shamika so she can feel safe at work.

From a policy standpoint there is no banning action that can take place. Banned patron was on public property. Christine made a motion to take no further banning action based on the Code of Conduct policy; Mae seconded the motion. Motion passed.

Suggestions: solicit letters of interest for Board members- promote it even if we don't have a need/ space is open so that way we have a file of interested potential board member.

School relationship- meet and greet at Livonia CSD- Sept 3rd- suggestion for a library presence. Both children's services and teen services could be present.



Don Fox from Caledonia coming to look at AC unit in the fiction section- doesn't seem to be working properly. Fixed on 8/14/2024 per email from Rick.



Committee Updates

Strategic Planning (Christine, Liz, Mary, Mae)

- Meeting once a month for past few months; still finalizing interviews, list of community members. Next up is a rough draft of goals.
- Plan status / SOAR Analysis- Strengths opportunities aspirations results
- Next meeting 8/20 @ 2 - 4 PM- using Walworth strategic plan as template for formatting
- Open to feedback still from key stakeholders
- Completion timeline- 1st draft September; October final review- hopefully we can vote then
- Suggested to have an unveiling and thank you to stakeholders who participated

Policy (Christine, Denise, Cori)

- o Policy Renewal (*vote required*)
- o Archive policies (*vote required*)
- o Pending policies with Shamika/staff

Whistleblower- no changes to policy. Motion to accept the policy as shown on website Mae made motion; Tammy seconded. Motion passed to accept the Whistleblower policy.

Security camera policy- no recommended changes. Motion to renew policy. Christine made motion; Mae seconded. Motion passed to accept Security Camera policy.

Open Meeting policy- no recommended changes. Motion to accept. Mae made the motion; Rick seconded. Motion passed to accept Open Meeting policy.

Confidentiality of Library records- there were many changes to this policy. It was previously confidentiality of records policy; we combined two policies into one. Combined with Request for patron information policy. We updated library verbiage regarding designated staff members. We also added a link to refer to security camera policy. Reminder that it is against the law to share any information about a patron that



is not on policy, including parents. Motion to accept updated Confidentiality of Library records policy. Christine made motion; Mae seconded. Motion passed.

Social media policy- reformatted. Social media postings- library has right to remove posting that violates policy and also holds right to comment on the post. Motion to accept updated social media policy. Christine made motion; Mae seconded. Motion passed.

Meeting room policy- reformatted document. The program coordinator must check in before/ after the event. We updated verbiage on how staff could monitor meetings- spot check, check in, sit on meeting. Motion to accept updated meeting room policy. Mae made motion; Rick seconded. Motion passed.

Reconsideration of Materials- biggest updated was including additional questions on the form. Displays are included as materials now and are reviewed using the same form. The collection development policy link was added. Motion to accept updated Reconsideration of Materials policy. Christine made motion; Mae seconded. Motion passed.

First Amendment Audit- updated library director verbiage and contact information which were outdated. Staff feedback- questions regarding recording of story time. Staff reserve the right to refuse recording. Motion to accept first amendment audit policy. Christine made the motion; Mae seconded. Motion passed.

Archiving two documents- PPE patron policy (expired policy Jan 2021). If we have another pandemic, we would need to draft another policy anyways.

Request for patron information combined with Confidentiality of records- motion to archive both of these policies. Christine made motion; Mae seconded. Motion passed.

Shamika- reviewing with staff additional revised policies.

Assigning based on priority to draft new policy- primarily using OWWLs templates to create an electronic monitoring policy, a personnel policy, financial controls policy, and reserved funds policy.



Next meeting policy 9/17.

All policies have been reviewed by staff

Budget (Brian, Liz, Mary)

- o 2025 Budget Planning / Budget Kit- came out Brian to schedule & meet with Shamika and budget committee

Building and Grounds (Rick, Brian)

- o Patterson Room floor- tabled conversation
- o Gutters- James cleaned gutters- all done
- o Fence-unclear- tabled
- o Elevator- inspected completed

Personnel (Christine, Liz, Tammy) no need for updates

Publicity (Christine)

Adjournment- Motion to adjourn the August 2024 meeting. Christine made motion; Mae seconded. Meeting adjourned at 9:13 PM

Note: additional meeting materials are available upon request.

Next Board Meeting: September 10, 2024 at 7:00 PM