



Livonia Public Library Board of Trustees Meeting Minutes

Date: Tuesday, September 10, 2024

Time: 7:00 - 8:00 PM

Location: Patterson Meeting Room

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

Absent: Cori Quinn, Pete Dougherty (Town Liaison), Annette Meade (Village Liaison)

Meeting begins

Meeting called to order at 7:06pm. Brian makes the motion; Mae seconds. Motion passes. Agenda amended to reflect the correct date of 9/10/24 NOT 9/5/24.

Opening Public Remarks

No public in attendance.

Approval of August 13st Meeting Minutes

Motion to accept the August meeting minutes. Brian makes motion; Mae seconds. Motion passes.

Bills (August)

Brian- we have money to spend

Motion to accept August expense report of \$7236.41. Mae makes the motion; Rick seconds. Motion passes.

Director Report (Shamika)

- Disaster Plan Infographic for staff
- Building and Maintenance - problems with sensors - opt out of new door counters and will continue to pursue other options. Trying to get quote for a counter that is similar to what we have now
- Carpets were cleaned!
- AC units were fixed and James cleaned filters
- Elevators -
- Coles want to give money to support the library (Matt and Jen Cole). Will go through the friends group so there are no stipulations.
- Memorial donations will be going right to the town's budget. \$3-400 that has gone to budget.
- Tessa gives a rough draft of the budget. Not including % increase for cost of living. Would like to make Emily full time. That would be the major change in the budget.(Full time - Shamika, Sara, Nancy, and Emily). We would need to budget for the book drop and cabinets. Capital improvement fund.
- Maybe computers for the adult area? But that would be part of this year's budget.
- Girl Scouts are coming in to use the space regularly. Space needs to be left the way it was found and respect the time of the staff. Need an MOU (memo of understanding). Twice a month for a couple of hours.
- Book donations to the library versus the Friends - Questions regarding how should book donations be handled. Putting second hand books into circulation??? Worry about condition??

- If they come in for the library they are for the library.
- If they come in for the Friends, they are the Friends.
- Need to streamline the process to book donations.
- Feedback - How do we make sure it is “fair” for everyone? We need the Friends group and they provide a lot of support. We need to have a larger discussion.
- Collection Development and curating the collections is the responsibility of the Program Directors. Let's take the month and the Director will come up with a plan that would be beneficial for staff and the Friends will talk to come up with their ideal plan and we will figure out how to merge the plans.

Friends Report (Mae)

September Book Sale

The Friends book sale (\$5/bag) is September 14 from 10am-3pm during the *Autumn in the Village* Festival. A \$1 bag sale will be held in the Patterson Room the following Monday during regular library hours.

Quilt Raffle - king size quilt donated by Pamela Severin

The raffle began on Monday, August 12 and is very popular! Monies will purchase a puzzle board for the library. The quilt will be moved to the Patterson Room during the book sale and tickets will be sold that day at the payment desk . The winner will be chosen at 3pm that day.

Support for Library

The Friends continue to accept money on behalf of the Library, e.g., grant funds and donations to the Library pass through the Friends account. Our Treasurer keeps track of the Library's funds in the account and provides Shamika with a monthly report.

Community Projects

The 2nd Annual “Socktober” will be held all month long near the circulation desk in celebration of *National Friends of Libraries Week* October 20-26. This year the Friends will be collecting new children's socks, pajamas, boots, underwear, gloves, sweatshirts & sweatpants on the recommendation from friends member Stacey Dougherty (LCS School Nurse.)

This project has to be approved by the Livonia CSD Board of Education prior to us beginning the project.

Food Truck

The Friends voted to table this until next summer. This would be better, giving us more time to plan, as this summer is almost over. Planning around "School's Out!" or "Let's celebrate summer!"

Holding a chicken barbecue is also being considered.

UPCOMING Programs

The Friends are planning a BINGO night for this fall. Deb Adams and

Jeanne Marquardt will coordinate the night and call the numbers.

Book Case & Book Donations

Book donations have been frequent and the new policy is working well. Children's books are selling now that we've dropped the cost to \$.25. Lots of parents (and grandparents) shopping at the bookcase.

Free Monthly Giveaways

August basket winner: Charley Molino - Cats & Dog Basket
Winner of the summer basket titled "Summerween" will be drawn at the end of September.

Old Business

- All Trustee Training is complete.
- WPV - about 50/50
 - WorkPlace Violence - Needed from Mary
- Sexual Harassment -
 - Needed from Rick and Denise
- Trustee Name Badges - We need to figure out who needs them

New Business

- Secondary book drop proposal
 - Before noon on Monday there were over 100 books in the book drop. So it is known that it would have been over full over the weekend. We are going to talk about getting a second book drop. They have to be up to code. Camera access? We will continue the conversation about where to add a second drop. Maybe Patterson Room doors.

Committee Updates

Strategic Planning

- We would like content feedback. Handed out hard copy of Plan for review.
- Make sure we have the staff to support the vision of the Library.

Motion to approve the recommendation that we make Emily full time as Teen Services Coordinator. Mae makes the motion; Rick seconds. Motion passes.

Policy Committee - meets next Tuesday 9/17/24

Budget Committee needs to meet. Minimum wage is increasing again.

Building and Grounds Committee - Look at Book Drop. Fix Alarm - tomorrow morning.

- Replace Arch Windows because of condensation building up
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Personnel Committee - No update

Publicity Committee - No update

No treasurer's report



Adjournment

Mae makes motion to adjourn the meeting; Denise seconds. Motion passes.

Note: additional meeting materials are available upon request.

Next Board Meeting: October 8, 2024 at 7:00 PM