



## Livonia Public Library Board of Trustees Meeting Minutes

Date: Tuesday, October 8, 2024

Time: 7:00 - 9:00 PM

Location: Patterson Meeting Room

Present: Shamika Fusco, Christine Cruso, Liz Smith-Rossiter, Mae Sharman, Brian Donnelly, Denise Cendoma, Tammy Woodruff, Cori Quinn, Mary Mott, Sally Collins (Friends of the Library President)

Absent: Rick Williams, Pete Dougherty (town liaison), Annette Mead (village liaison)

<p><b>Meeting begins</b> Start meeting 6:59PM</p>
<p><b>Opening Public Remarks-</b> none, no public present</p>
<p><b>Approval of September 10th Meeting Minutes</b> Motion made Christine Motion seconded Brian Motion approved.</p>
<p><b>Bills (September) Approval for bills totaling in the amount of \$3,603.04</b> Motion made by Brian Motion seconded by Mae Motion approved.</p>
<p><b>Treasurer's Report (Brian)</b> \$9487.32 in accounts Motion made by Mae Motion seconded by Denise Motion approved.</p>
<p><b>Friends Report (Sally)</b> Friends- amended Memorandum of Understanding (MOU)- approved by Friend executive board</p> <ul style="list-style-type: none"> <li>● Clarified Fundraising Allocations &amp; Disbursement: Updated language to clearly specify how funds raised are utilized, ensuring transparency and understanding of financial contributions.</li> <li>● Revised Financial Handling Procedures: Updated procedures for staff handling money, reflecting the implementation of a locked money box for secure cash handling. Additionally, VENMO has been included as a payment option for greater convenience.</li> <li>● Acknowledgment of Library's Book Donation Policy: Incorporated clear reference to the Library's Book Donation policy to ensure alignment with current guidelines and practices.</li> </ul> <p>Successful activities- Safe Halloween, Book sale, quilt raffle, and monthly giveaways National Friends of Libraries Week - October 20-26</p> <ul style="list-style-type: none"> <li>● Town Supervisor Eric Gott presented a proclamation officially declaring October 20-26, 2024, as Friends of Libraries Week in Livonia.</li> </ul> <p>Friends are partnered with Livonia CSD BOE to collect clothing for children specified sizes- sent article to LCN to promote Thanksgiving project- don't have many details yet</p> <p>Motion made to accept MOU between friends and the board of trustees Brian made the motion; Liz seconded. Motion passed.</p>
<p><b>Policy Review- pre approved by Shamika and staff and by friends group</b></p> <ul style="list-style-type: none"> <li>○ Collection Development Policy (<i>vote required</i>) <b>**biggest change to policy: library can use donated books/ materials to adopt into collection**</b> <ul style="list-style-type: none"> <li>■ Motion made by Christine</li> <li>■ Motion seconded by Liz</li> <li>■ Motion approved.</li> </ul> </li> <li>○ Gift Donation Policy (<i>vote required</i>) <b>**new policy- adopted using ALA's policy; library staff has discretion at gifts/ donations**</b> <ul style="list-style-type: none"> <li>■ Motion made by Christine</li> <li>■ Motion seconded by Brian</li> <li>■ Motion approved.</li> </ul> </li> </ul>

### Director Report (Shamika)

- 2025 library closing dates- as long as LPL the same number of holidays off as town
- New sub recommendation (Sarah Hoff) library page; Morgan is no longer available to sub. Gabby has resigned from consistent every other Saturdays- she is on call. Tony is on the civil service list so we're compliant for Saturday coverage.

Emily's position updated to reflect education so she meets the qualifications

Updated quote for door counter- sensors

- Secondary book drop proposal
  - three quotes for book drop- \$3800-\$5600
  - do not have it in budget as of right now
  - permit for installation- Shamika will speak with town about permitting
  - possibility of using existing book slot with a lock box?
  - needs to be firesafe
  - Keep them near one another so if one is full, can easily get to next one- easier for staff as well

Vox Book Grant \$500

Kajeet Hotspots

Disputed Davis-Ulmer Invoice \$486

MISC: DAR go through scholarships- vouch for Emily to go through scholarships

Interactive display is popular

Great Giveback- diapers and wipes being collected; pushing Socktober as well

Boy Scouts requesting space as well- MOU will need to be established for them to use space; need specific dates from Boy Scouts.

### Old Business

- Trustee Training- checking on workplace violence & sexual harassment
- Liz is terming out on OWWL board- looking for another Liv Co representative- great opportunity
- Trustee training- annual OWWL meeting; tour of headquarters
- committee meetings and board meetings should be wearing name tags as well as attending any event where you're representing the board

### New Business

#### Committee Updates

- **Strategic Planning** (Christine, Liz, Mary, Mae)- the board acknowledges members & Shamika for time commitment
  - *Strategic Plan final review- 3 key goals: sustainable financial viability; program diversity and access; and community outreach & partnership (vote required)*
  - Shamika- we should play a role with historical society- act as backup for society
    - Emily has Museum background; explore possible partnerships with local colleges
  - Motion made by Christine to add under area #3 *community outreach & partnership* to year one partnership with historical society and connection to local colleges/ universities.
  - Motion seconded Liz
  - Motion approved to accept strategic plan with the above addition to area #3.
- **Budget** (Brian, Liz, Mary)
  - 2025 Budget Proposal (*vote required*) the board acknowledges committee and Shamika for their hard work on the budget.
    - major areas with an increase: personnel (salary, premiums increasing for health insurance), increased mileage, training budget, programming
    - operating expenses- some lines combined for easier reading
    - material budget stays same- FRPL funds are still coming in until money is gone- beneficiaries of endowment
    - complete package of budget, strategic plan, and visual breakdown of services being sent to Town
  - Motion made by Christine to approve operating budget of \$440,793, which includes a \$413,000 request from town for the 2025 year (the difference comes from other revenue sources for 2025)

- Motion seconded by Cori
- Motion approved.
- **Personnel** (Christine, Liz, Tammy)
  - *Director performance review planning*
    - January 2025- director review
  - *Personnel Policy*- policy and personnel committee work together
    - interim personnel policy?
- Policy (Christine, Denise, Cori)
  - Need to make some updates based on Shamika and staff's feedback
  - First batch uploaded to website
- Building and Grounds (Rick, Brian)- none
- Publicity (Christine)- none

### **Adjournment**

Motion made by Brian

Motion seconded by Mae

Motion to adjourn meeting at 8:03 pm approved.

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

**Next Board Meeting:** November 12, 2024 at 7:00 PM