



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

Date: Tuesday, September 12, 2023  
Time: 7:00 – 8:15 PM

Present: Christine Cruso, Mary Mott, Mae Sharman, Sally Collins, Rick Williams, Brian Donnelly, Cori Quinn, Shamika Fusco, Tammy Woodruff, Annette Mead (village board member-Liaison) would be attending every meeting

Absent: Denise Cendoma, Liz Smith Rossiter, Peter Dougherty  
Christine called meeting to order. Introduced Mary Mott to board

### **Bills**

First order review August 8th meeting minutes. Motion made to accept August minutes by Brian; Mae seconded.  
Bills for August; motion made by Mae, seconded by Rick to accept the bills.

### **Treasurers' Report**

Vote on treasurer's report as of 6/30. Motion to approve from June \$9906. Mae made motion; Rick seconded.  
Community Bank CD- can't touch it for 13 months rate is 4%; Five Star has similar promotion.  
Think about CDs for the new year. Community Bank incentive- head of WNY- reached out as community centered bank,  
Leaving money in a trustee account; put some into CD. Options for the new year...?  
Tabled for now

### **Directors' Report**

last month met and covered summer reading- highlight door count 4700  
staff Lori M.LOA personal reasons- temp put on as sub Ashley in sub role has taken on Lori's hours until she returns.

Interview youth hire Sydney K. culture of youth working in library- 4 hours opposite Jeanie. Would not impact budget to hire Sydney

Create policy for teen employees? Brian asked- library page unable to do certain things. Nothing in policy currently about minors. Job description to validate. Working papers- 14 years old. 4 hours per week- Tuesdays & Wednesdays. Christine will check on policy through OWWL (Ron) to see about minors. Brian asked about training (sexual harassment, workplace violence)- yes, they would have to complete the required trainings as employees.

Shamika- recommendation for Ashley to fill in for Lori; Shannon who was page/ clerk now be support for Mackenzie in Children's role (other 16 hours for Shannon- children's room aid)



Recommendation for Sydney in 4 hours as library page. Mae made motion; Brian seconded

Library access code changes- everyone will have their own

No longer have existing contract with medassist- heating and cooling- controlling software (?)

8/22/23- a senior patron- incident report- holds onto walls/ etc. Patron held door- door closed on her finger- lacerated- incident report- get stitches- no witnesses to incident- limited camera view; Shamika even purchased a walker for patron- not using it; amendment to complaint- Brian suggested. Shamika is accommodating her

Town Zoning - patron called to do formal complaint about door- patron skipped over conversation with library and tried to contact lawyer.

Having challenges with these particular patrons - written warning of conduct in library (eating, not cleaning up, excessive arguments, disturbing other patrons) violating conduct; written warning stating if they're not going to follow code of conduct (10-4- they stay in library- not considerate) they will not be welcome any longer.

Shamika not opposed to looking into more handicap accessible doors, but those were approved when the library was remodeled.

## **Friends' Report**

highlight September book sale as successful running through tonight (9/12/23). starting Wednesday-Saturday books are free. Goodwill in Geneseo is willing to take anything left over.

Livonia high school 10th graders; boys soccer team JV and Varsity to move books/ boxes. Nice group of kids. Turning attention to silent auction- biggest money maker Oct 16-21- National Friends of Library week. accepting donations. had a baby basket donated. Coffee basket, wine basket, etc.

Saturday at noon- pull names.

Veterans project Mama Cindy from Hemlock prepares goodies for soldiers- candy- brochures on program- for Veteran's Day

Monday after Veterans' Day is observed day (November); Saturday hours for Veteran's Day? Determined business as usual on Sat Nov 11 2023.

Board is donating basket for auction- bring into info area for Christine

Sally left at 7:32 pm.



## Old Business

PLS training requirements- all trustees effective this year need 2 hours of training- offered through OWWL. Watch recordings of trainings- they count as well. Relates to library or library system.

send certificates to Liz and Haley at town. resend link to whole board for training- Christine.

## New Business

budget discussions  
proposed budget- Brian, Liz, Tammy, Christine, Shamika met last Thursday 9/7 to make recommendations

Shamika- personnel proposing adjustments  
Eric Gott 4.5% increase across the board- take higher percentage raise for Sarah- assistant to director- paid the least BUT she pulls her weight- should be making \$19.00 per hour.

Pam was FT but broken in half- and getting approved for 32,000. very close to having PT people filling in

Matt took on Linda's position with higher salary- works every Saturday and deserves to be compensated for it; may be opportunity to give additional hours to him.

Stephen- cleaner- waged employee\*\* versus contracted- seasonal cleaning could give him more hours; right now 12 hours but ideally could give him extra hours. Take him up to 16 hours. 17.40 per hour (\$14,477.00) total hours 832. Rick asked if Stephen was mechanically inclined...? Shamika is interested in the answer as opposed to having James do it. Minor things- light bulbs, touch up for paint, etc. Insurance for if Stephan gets injured- investigate further for maintenance.

Maintenance through town? village? Annette said not to hesitate to ask if we need something.

\$220, 856 total for salaries

kept social sec, pension, medical same since unsure of what changes are

operating expense- need to break out Village contract- any increase? keep at \$4000- snow/ grass, etc

cushion for maintenance- gutter, windows, etc. budgeted for 5700- Rick windows- one window has condensation- replacement?? what is the warranty?? archway on Patterson wing- leak? not a new window- old. need to consider window replacement? budget \$1000 for window replacement. FOB on basement door? replace door completely- no- matches the foyer nicely. increase maintenance line to 7000



Patterson doors bring in water- Rick talked to James- cut concrete and put in grate.  
Grant for construction? Mold issue?

cleaning service \$1600- paying around \$250 per week bumped to \$300 per week  
without 5 weeks of cleaning.

kept fire equipment/ elevator maintenance- increased based on inflation for that service.  
elevator- needs replacement- Mae up that number to cover replacement? contract for  
elevator service- looking into someone else- bump up coverage for elevator repairs (no  
estimate) but add in \$1000 for repairs (total is \$2600)

what company does fire station use for elevator service? check in with them to see what  
company.

office equipment/ supplies- not increased much- have not used that amount yet for this  
year.

computer replacements- staff, director, Xandi's- total of 9 to be replaced- get through  
OWWL

standard \$577/ all in one highest for desktop \$807.50. Five are public; staff total of 4.  
Shamika also needs one- total of 10. Mae recommended to put it in- Rick recommended  
separate line for new computers. Tax exempt so we should be \$8075 for total of 10.

Mary- when does budget get approved? Maybe september- Christine will ask Pete.  
Budget workshop.

OWWL is no longer servicing our computers because they're so out of date so we're  
paying for service we can't use.

Mileage meeting/ trainings reduced- stay local for those.

RGE national grid, phone, water (sporadic), utilities/ fuel- was \$13800 for last year;  
reality is we only need \$10500- generic 4-6% increase.

OWWL cost shares- natural increase; library programming bumped up for summer  
reading stuff. Dougherty's donations helped.

publicity- social media- \$400 as opposed to 1200

keep materials- book or digital materials stay the same

added line item for director discretionary- could be for things that come up...? under  
operating expense  
\$1000 per year.

hours we're open to be taken into consideration- what we're asking for

sprinkler system repair- increase natural inflation



Mae- replacing flooring in Patterson room- crafts and activities wear and tear- investigation work for budget next year. Shamika- maybe renting shampooer for Stephen to do. James could scrap off floors.

grants- not able to forecast- people very gracious

“keep the change”- donation button

total number 366, 579 from last year increased to \$391, 256 proposed annual total percent increase- 6.73% change.

Rick does Conesus send us 1500?- yes, confirmed. Chirstine is sending earlier so they can plan for it.

Mae make motion to approve amended budget 391, 256; Rick seconded; everyone approved. Motion passed.

**Committee updates-** none

Mae motion to adjourn; Brian seconded. motion passed.

Meeting Minutes Respectfully Submitted by Cori Quinn