



## Livonia Public Library Board of Trustees Meeting Minutes

Date: Tuesday, October 10, 2023

Time: 7:00 – 8:00 PM

Location: Patterson Meeting Room

Present: Christine Cruso, Mary Mott, Rick Williams, Cori Quinn, Brian Donnelly, Tammy Woodruff, Shamika Fusco, Mae Sharman

Absent: Liz Smith Rossiter, Denise Cendoma, Sally Collins, Annette Meade- Village liaison, Peter Dougherty- Town liaison

Christine called the meeting to order 7:02.

Approval of September 12, meeting minutes Mae suggested names taken out of report regarding a patron. Make motion to approve based on changes- Mae; Brian seconded.

### Bills:

- September bills totaling \$10,939.45. Higher due to OWWL cost shares; Brian made motion to accept bills; Mae seconded.

### Treasurer's report:

- accounts inactive so now they're active. Possible exploration of accounts after the new year.

### Director's report:

- programs
  - creation station- Shannon- well received
  - Xandi teen science & artsy crafts- engage kids on cusp of teens numbers stable
  - low numbers around dementia programming- free collaboration so no risk for library
  - Breastmobile coming Friday for October's Breast Cancer Awareness Month
- staff
  - Lori on leave
  - Ashley resigned last Thursday morning- did not think it was a good fit; Matt will be working 18 hours to cover.
  - Board reviewed workplace violence definitions- noted that intimidation is included under workplace violence.
  - Shamika is touching base with employees "what is your job description". What do you enjoy doing?"

7:10 pm Made motion to enter executive session; Mae first; Brian seconded.

7:28 pm Motion made to come out of executive session- Mae first; Brian seconded.



Staff training for situations that may arise- fire safety, practice safety procedures and staff bonding/ team building- sunshine committee- delayed start time could allow for these trainings. Recommended 2 hours per month for staff training- give public notice of staff meetings. Wednesday before Thanksgiving as start- ease into the shift. 3rd Wednesday of each month.

Possible need wireless panic button on lanyard for employees FOB quote- SG security \$592.00 estimate.

#### Friends Report:

- Giving for silent auction- so impressed with the staff.
- Mae- silent auction board basket. Week for auction- possibly send out info Friday night for the next day. \$2 per ticket; 3 for \$5; 7 for \$10.
- Question about square reader? donation for friends scan QR code to donate for silent auction. Sarah can do the QR code set up specifically for auction. Shamika can have a venmo set up.
- Safe Halloween is all set.
- Veterans's Basket from Mama Cindy; free monthly baskets- going well; book donations.

#### Old Business:

- OWWL training 2 hour requirement there is one tomorrow- legal talk. If you watch a previous workshop- that does count as meeting the requirement.
- Liz took sexual harassment training through employer; trainings not consistent. Find out from Haley and Pete about the trainings.
- FYI windows 10 ended support from OWWL.

#### New Business:

- November 9th budget workshop; budget hearing November 16.
- Budget committee will attend the budget workshop. Stats of how the library has done and justification of our needs. Highlight how our accomplishments justify the needs for next year.
- Mary is now on the budget committee and will be attending the workshop.
- Angel tree- would board be willing to sponsor it? donation tree- set up tree by stairs donations go directly to Sent by Ravens- unwrapped gifts- Cori will bring a tree.
- Shamika suggested that an ornament be given for those who donate...?
- Refresh on the Code of Conduct- patron sneaking a pet into the building; need to have a clear sign that there are no pets allowed- only service animals are acceptable.
- National friends of library week- silent auction. Board post something on library page.
- elections will be here november 7th- two districts (up to 8 election officials)
- possibly install a valet belt for election events to cordon off the area?

#### Committee updates?

- none

Make motion to adjourn meeting- Mae makes motion; Brian seconded.

Meeting minutes respectfully submitted by Cori Quinn.