



## Livonia Public Library Board of Trustees Meeting Minutes

Date: Tuesday, December 12, 2023

Time: 7:00 – 7:30 PM

Location: Patterson Meeting Room

Present: Christine Cruso, Tammy Woodruff, Liz Smith-Rossiter, Mary Bock, Rick Williams, Mae Sharman, Denise Cendoma, Brian Donnelly, Cori Quinn, Shamika Fusco, Annette Meade (Village Liaison)

Absent: Pete Dougherty (Town Liaison)

### **Meeting begins:**

Christine called meeting to order at 7:00 pm

### **Approval of November 14th Meeting Minutes**

approval of minutes- Brian makes motion; Mae seconded

### **Approval of Bills**

\$4246.54 approved Rick made motion; Mae seconded

### **Director Report (Shamika)**

Good programming for November

Ian Coyle conversations with county- Livingston county library directors thanked him for service & support

Donut with Dollies Doc- Sarah did a great job with it

Story time attendance is good- Mackenzie story time picked up

Personnel- Mackenzie Peters provided resignation letter mid-January end date

Young adult services position- Lori has returned from leave and is picking up portion  
Staff is limited

Morgan is leaving 12/13

ads for positions on social media- library sub. \$15.00 per hour, youth services coord

\$21.48 per hour, and children's services \$40,766 salary

library sub- hybrid job description- page & clerk duties

suggestion to add benefit info to posts regarding jobs as a way to draw in more applicants

lock box for all keys- cash handling procedure written up so money is secure

key FOB doors- december 21st, 2023 scheduled

applied for Liv Co grant \$4000 covering half of the door

about to order computers using 2023 budget

Proposal for paid holiday hours- changing day after Thanksgiving to Christmas Eve- keep with town should be good

Access elevator- Shamika reached out to Christine and Adam and selecting contract #2 for the time being

budget proposed was adopted by Town

grant given to Friends which was passed directly to library for \$750 to be used for education/ youth services- sign over to Friends group and have them hold it until programming

patron issue- not breaking laws but Shamika is continuing to enforce the code of conduct. Not permitting harassment; do we need to make changes to code of conduct??

Maintenance

Question about carpet cleaning?? possibly have carpet cleaning done or replace the tiles

Other “housekeeping”

Stockpile items for custodial supplies, book orders, crafts for kids

Shamika office door- locksmith

Mae suggested cupboards in the Patterson room for programs

Update to staff directory and board roster to reflect the changes

### **Friends Report**

Veterans Basket did well and Friend’s donated \$250 for shipping and books to Mama Cindy

donated bag to Haley’s donation

I Spy box and monthly raffle

Book cart sale is doing very well- great addition to annual book sale

### **Old Business**

- 2023 Director and Board evaluations upcoming
- Angel tree- same list sent to multiple places- overlapped lists  
it wasn’t up for a long time so could use space for Toys for Tots or something else

training- Liz- 2 hour required training fill out form and recordings; is signing into the in-person training enough verification- need to ask Ron? confirmed via email

Ron will send a schedule out periodically but would be great to have sooner in the year sexual harassment/ workplace violence- waiting on town to send it

self evaluation for director- not targeting to finish until end of January- wanted to get it out

start putting review together in January

### **New Business**

volunteer recognition? Sarah made package with chocolate, ornaments, etc, and thank you for supporting the library. Encouraged volunteers to come to open house

Extra Wegmans gift cards- one to Barb and Joy- consistent volunteers

ornament exchange starting 12/11/23

Monks bread is back

Annette thanked the library for Tree lighting celebration- notes for next time

need more structure and clarity

patron requested a toddler railing from basement up to landing on both sides- Rick posed- yes- sounds good

garden club put wreaths up- send thank you to garden club and friend’s group, as they pay for wreaths



may need another trash toter from waste company, especially for events like Christmas Tree event- may have a small fee but village trash included in taxes so probably not another fee  
Question about increase to village bill

**Adjournment**

Mae makes motion; Brian seconded. meeting adjourned 8:00 PM