

# Livonia Public Library

## **Board of Trustees Meeting March 14, 2023**

**Present:** Pat Genthner, Christine Cruso, Brian Donnelly, Rick Williams, Tammy Woodruff, Denise Cendoma Mae Sharman, Cori Quinn, Liz Smith-Rossiter

**Also Present:** Shamika Fusco, Library Director

**Absent:** Peter Dougherty, Livonia Town Board Liaison, Sally Collins, Friends Group Liaison

**Board Meeting Minutes:** Minutes of the February 2023 Library Board meeting were reviewed. Brian Donnelly made a motion to accept the minutes, seconded by Mae Sharman. Motion passed.

### **Treasurer's Report: Brian Donnelly**

There was no Treasurer's Report at this meeting. Bills for **February 2023** in the amount of \$5,115.17 were presented for payment. After Board review Mae Sharman made a motion to pay the bills, seconded by Rick Williams. Motion passed.

### **SHAMIKA FUSCO LIBRARY DIRECTOR'S REPORT**

#### **Priority One: Children and Adult Programming**

1. Action Step One: Provide Events & Classes for All Ages
  - a. Falconer Presentation
  - b. Snowman Needle Felting
  - c. Tea (Technology, Engineering & Arts) with Teens
2. Action Step Four: Engaging Teens with Programming & Events
  - a. Teen Advisory Board Meeting
  - b. Valentine's Family Bingo

## **Priority Two: Communication with our Community**

1. Action Step One: Advertise with local outlets
  - a. Livingston County News
  - b. Genesee Valley Penny Saver
2. Action Step Three: Increase libraries Social Media presence
  - a. Social Media (Facebook/Instagram)
3. Action Step Four: Maintain a Library Newsletter (Pending New Release)
4. Action Step Five: Community Outreach
  - a. Sent By Ravens Food Pantry
  - b. Wildbriar Estates- Blind Date with/book (FOLPL/Office of the Aging)

## **Priority Three: Diversity of Collection**

1. Action Step One: Continuous analysis of collection.
  - a. Weeding of the collection/reallocation of funds.
  - b. Received donation from (Wheatley Library)
2. Action Step Two: Expansion of alternative collection.
  - a. Researching methods to advertise/catalog non-print materials.
  - b. Chromebooks updated and available for circulation.
3. Action Step Four: Increase budget for areas of collections with the highest collection.
  - a. Budget lines maintained to ensure FRPPL Funds.
4. Action Step Five: Increase OWWL2Go Budget
  - a. Consider using FFRPL Funds allocation to increase OWWL2Go.

## **Priority Four: Budget & Staff Support**

1. Action Step One: Seek and realize outside sources of funding
  - a. Continue to partner and collaborate with the Friends of the Livonia Public Library.
  - b. Research organizations that supported directors' previous place of employment to see if they service organizations in Livingston County.
2. Action Step Two: Staff Development
  - a. Encourage staff to attend professional/continuing education workshops and conferences.
  - b. Banking/reserving missed holiday hours to apply to education.

## **Priority Five: Resource Access and Availability**

1. Action Step One: Equity of access to Library resources, programs, and services.

- a. Continue community collaborations/partnerships.
- b. Offer reference desk services for more hands-on assistance.

### **Other Items of Notes**

#### 1. February by the Numbers TBD

- a. Overall Items Circulated: 3906
- b. Overdrive Circulation: 660
- c. Library Program Attendance: 305
- d. Total Room use: 82
- e. Public Computer and Wifi Use: 264
- f. New Patrons: 29
- g. Website Traffic: 1715

#### 3. Staff /Personnel

- a. Vacancies
- b. Civil Service update

#### 5. Building & Maintenance

- a. Parking Lot Fence
- b. Security Alarm
- c. Cleaner
- d. Rug Service
- e. Elevator Inspection

#### 2. Upcoming March Events

- a. Iditarod
- b. MELT (Art of Self-Care)
- c. Let's Play Euchre
- d. OWWL One Books
- e. Defensive Driving
- f. Pysanky Eggs
- g. Mental Health Self Care
- h. CPR training
- i. Alzheimer Association

#### 4. Finance

- a. Petty Cash
- b. Amazon Prime Membership
- c. Town issued credit card
- d. WiFi Contracts

#### 6. Misc.

- a. Director's Training/ALA

## b. Annual Report

Shamika discussed with the Board a need for part-time Clerk (6 hours) to cover the circulation desk on Saturdays from 19 am – 3 pm. She would like to offer the position to Matthew Vineyard. Mae Sharman made a motion to hire Matthew Vineyard for the Saturday part-time position, seconded by Brian Donnelly. Motion passed. This hire needs to be approved by the Town Board.

Shamika heard from the Civil Service regarding her questions on hiring for Grace's position. Shamika will now move forward with interviewing for the position.

The issue of paying for the outstanding bill to replace the white fence that was damaged and has been repaired was discussed. Need to talk with Eric regarding this matter.

Ready – Right Cleaning Service will be cleaning 3 days a week. Service will start in April. Shamika has signed the contact for the cleaning service.

The rug service has been changed to once a month

Elevator inspection: our inspection is still expired

Shamika has begun preparing the Library Annual Report which will be posted to the library facebook page.

Shamika has started Library Director Training on Zoom

## **Friends Group Report: Sally Collins, Friends Liaison to the Library Board**

### **March 2023**

March 6 Iditarod program with Karen Lang in partnership with Friends of the Lima Public Library postponed due to a medical emergency in the presenter's family. Will be rescheduled

Livingston County News ran an article that I submitted in the March 4<sup>th</sup> edition.

### **Friends Corner**

March Free Prize Giveaway included "guess the number of candies in the jar."

Monthly drawing is extremely popular – 100+ tickets filled out each month

Book Stop Cart Sales continue to be strong. Book donations are sorted and restocked 3-4 times a week now. Lots of positive feedback from patrons as they browse/donate

Continue to discuss with Director Shamika Fusco ways that the Friends can help support the Library

New donation/ask request form created by Shamika is timely and productive

Work continues on staff area needs: refrigerator, toaster oven, floor painting Euchre for Adults 18+. Our first Euchre program "Let's Play Euchre" hosted by Wendy Monroe on March 22<sup>nd</sup> Free to play – for fun. You don't need a partner

Friends Group discussed upcoming National Library Week (NLW), April 22<sup>nd</sup> – 29<sup>th</sup> and approved a Friend's suggestion for "Bowling for Books" contest in April 2023 NLW

Theme is “There’s More To The Story” which means libraries are more than books, they offer opportunities to connect to technology, games, programs, ideas, knitting, etc. in addition to books. Stay tuned for more on this Friends’ project in April

Submitted by: Sally Collins, Friends Liaison to the Library Board

**Old Business:** Christine Cruso  
PLS Training 2023 Requirements & Workshops

**New Business:** Christine Cruso  
Storybook Walk at Vital Park - Sara  
Shamika – unattended students in the Patterson Room. What is the Library’s policy regarding unattended youth at the Library  
Pam Heller – retiring on March 31<sup>st</sup>. Does not want an event. Just wants to retire quietly

### **Committee Updates**

**Budget: Brian, Liz (no report)**

**Building/Grounds: (Brian, Rick, Pat):**

James Robinson to paint old kitchen floor (will donate his time)

**Personnel: Christine, Tammy, Liz (no report)**

**Policy: Christine, Denise, Liz, Cori)**

Committee will be meeting to review policies that need updating

**Publicity:**

Christine read a Thank You letter from Dan & Kathy Metz thanking Shamika and the Library Board for the basket they won in honor of Black History Month

Brian Donnelly made a motion to adjourn the meeting, seconded by Mae Sharman. Motion passed. Meeting adjourned.

**Respectfully submitted: Pat Genthner, Secretary  
Library Board of Trustees**



