



Livonia Public Library Board of Trustees Meeting Agenda

Date: Tuesday, November 14, 2023

Time: 7:00 – 8:00 PM

Location: Patterson Meeting Room

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

Absent: Pete Dougherty (Town Liaison)

Called to order 7:02pm

Mae made motion to accept minutes; Brian seconded

Bills \$4,244.12- expense report- Mae made motion to accept bills; Rick seconded

Treasurer's report:

none for remainder of year per Brian

Director's Report:

Shamika- October Friends brought in a lot of traffic which increased programming numbers creation station/ juniors creators program- hands on opportunities

Sarah- adult programming- slowed down a little- outside collab Little Lake Brewing- extension of library into community

Lem-Lem and cultural exposure- pulling from talents in community

Programming light this month due to holidays- little slow down

Majong

Staff and personnel- youth services person resigned- make it through end of year? what does the right person look like for this position? need more fluid/ flexible people

ARC Glow volunteer- working out wonderfully- adjusting very well

Staff meeting- next Wednesday and adjusting hours that day prior to holiday (11/22/23)

People printing and not paying- access department codes would require staff to print for patrons- less convenient for patrons but we have been absorbing that cost

Panic button installed for emergency use

Back flow inspection was not completed correctly initially but has since been remedied. Davis and Ulmer provides this service



Breaker box- there is no key, push button

Shamika received quotes for new key FOB for staff door and possibly a FOB on the patterson room door- budget? We have some room in the budget for it as well as computers- have the funds for computers this year (?)- confirmed

furniture items? desk for the children's section?

Friend's Report:

Silent auction raised \$2222.00

Safe Halloween- 62 kids participated

Veteran's Day Basket- stay up to end of November- Mama Cindy

Venmo option on baskets- success

Can move desk for Angel tree-

Old Business:

Training requirements- reminder that trustees must complete two hours per year
no answer on sexual harassment training from town; need follow up from Haley

New Business:

Angel Tree- board is facilitating- Mae will decorate

List was sent from Sent by Ravens

Sarah will promote the tree

Nothing can be wrapped so we know what is being donated

Donation station combined with programming upstairs December 8th- tree lighting

December- honor volunteers & friends- not sure what that looks like (cookies, coffee, hot cocoa bar)- invite all community members who contributed time/ energy towards library

Board contribute gift cards for staff?

Christine makes motion to pull from trustee account to fund gift cards for staff; Mae seconded

Budget workshop- Brian and Mary attended- went very well and town is supportive;
"community center" was the positive language used by town

Public hearing november 16th; board meeting to vote on it next week

Board holiday planning (december 12th meeting) treat to pass

2023 Director and Board evaluation- Christine send out evaluation of director; self-assessment for Shamika to complete; members of personnel committee will meet with Shamika to discuss

Board evaluation? yearly check-in? areas we need to focus on? Christine is investigating the best approach. Shamika has some context that may be helpful for evaluations

Suggested that January for evaluations instead of holiday season

Question on the format for staff evaluation? Shamika can use her discretion

Strategic plan- Liz suggested in spring to revisit the plan- will need to be reviewed next year



Ron did a retreat for a strategic plan and might be good to do again.

Brian- how do we want to handle the money with our three accounts? We can transfer to one account which won't make money or we can put some into a CD to make some money on it. Right now we have 3 savings accounts but no checking account- January issue

Trustee account- Mae asked about increasing money in trustee account

DAR asked Shamika to judge essay competition for good citizen- community involvement going both ways

Committee updates:

Property- Rick had people comment on how clean the library is & kudos to Stephen

Leaves? village should handle it

FOB for Patterson room- security issue- no staff on this level to supervise

Christine made a motion to approve both FOBs installed at \$7652 and \$1171- Brian seconded and motion was approved for this amount- approved for no more but can be less if the company can bundle.

Christine made a motion to adjourn; Mae seconded.

Meeting adjourned 7:47 PM.

Meeting Minutes respectfully submitted by Cori Quinn, Board Secretary.