



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

Date: Tuesday, November 12, 2024

Time: 7:00pm

Location: Patterson Meeting Room

Present: Shamika Fusco, Christine Cruso, Mae Sharman, Rick Williams, Denise Cedoma, Cori Quinn, Mary Mott, Sally Collins (Friends of Livonia Public Library President)

Absent: Liz Smith-Rossiter, Brian Donnelly, Tammy Woodruff, Pete Dougherty (town liaison), Annette Meade (village liaison)

**Meeting begins**

Christine called meeting to order at 7:02pm

**Opening Public Remarks**

No public present- no remarks

**Approval of October 8th Meeting Minutes**

Motion to accept minutes made by Christine; seconded by Mae

**Bills (October)**

October bills totaling \$21725.36 made by Christine; seconded by Mae.

**Friends Report (Sally)**

November 2024 Report to Library Board of Trustees

**Safe Halloween Event**

- The annual Safe Halloween event, coordinated by Kathy Metz, was once again a great success, with 56 children ages 2-12 participating this year. The Friends awarded ten \$5 prizes to children who were safely home by 8 p.m. on Halloween night.

**Community Projects/Partnerships**

- The Friends had a very successful campaign, thanks to the Livonia Community and will donate the following items to LCSD once the Board of Education approves the donation: 274 pair of socks; 2 sweatshirt sets; 8 pair of sweatpants; 1 pair of leggings; 9 pair of pajamas; 5 camis; three t-shirts; 3 play sets; 3 winter hats; 6 pair of winter gloves; 36 pair of boxers; 12 pair of bikinis.
- The project received media attention, with an article published in the Livingston County News. A follow-up article will be submitted with specifics about what was collected. Additionally, the initiative was featured on United for Libraries' Facebook page, a division of the ALA that coordinates this effort each year.
- The Friends are planning to collaborate with the Livonia CSD Board of Education on the upcoming LCS Thanksgiving Project. More information will be shared as it becomes available.
- The Friends will be donating a library bag filled with books to the Annual Donation Station in December.
- The Friends made its annual donation of large print books to the Livingston County Center for Nursing & Rehabilitation Library to keep its collection fresh and engaging for residents.
- Rochester Regional Library Council Fall Library (RRLC) Legislative Breakfast - Nov 18 Friends members are scheduled to attend the upcoming RRLC Legislative Breakfast. The event will celebrate the RRLC Library All Stars and Library of the Year winners, including staff member Sara Schlinger, who was selected this year. It will also cover key issues affecting libraries and provide an opportunity for legislators to share their thoughts. More details are available at: RRLC 2023 Library of the Year and Library All Star Winners.

**December Projects**

- The Friends annual "I Spy for Kids" (starting December 1st) box and candy guessing game will be on a display table near the railing, across from the circulation desk. Watch for a special surprise by the table!

**Free Monthly Giveaways**

- The free monthly giveaways continue to be a hit with library patrons. October's winner, Jalias, received a basket containing new puzzles and a book. The monthly giveaways continue to draw significant interest from the community.

**Other**

- Offered donation of magnifier from Conesus Lake Nursing Home

**Director Report (Shamika)**

Another intern working 24 hours

Village to take picnic table to store for winter

Budget- enough money to do Kajeet hot spots earlier than January

Honorarium for our volunteers- give something to recognize- could come out of director's discretionary fund; thank you reception at holiday open house

- Artist/Presenters Policy- need to investigate policies
  - Expectations
  - Contract agreements
  - Liability waivers
- Great Give back went to Lakeville Pantry
- Community art grant- starting next month- paper making, etc.
- Thanksgiving Eve Hours- early close? advise the board of what time
- Holiday Open House
  - delayed start in morning to accommodate tree lighting- 6:30pm tree
  - Open house activities starting at 2:00pm (music, girl scouts make and take crafts, donation station- stations throughout the building)
- Lakeville Tree Lighting- potential opportunity for outreach? Friday December 13th at 5:00pm. Lakeville Fire Department- Andy Serio as contact?

**Old Business**

- Trustee Training (Sexual Harassment)- must be done by end of year

**New Business**

- Student Advisory Board position- non-voting position
  - teen as a liaison to board- at this point no one is appointed
  - question of eliminating position or leave it open in the event someone comes up- board decided that we leave the opportunity to open

Request for Junior Page Sydney K to get a nametag

**Committee Updates**

- **Strategic Planning** (Christine, Liz, Mary, Mae)
  - Meeting 11/26 with Ron- investigating to move to school-funded library
  - re-word some of strategic plan
- **Budget** (Brian, Liz, Mary)
  - Town Board meeting 11/21 to approve budget
  - budget went through workshop- changed split out copier lease into two lines
  - salaries have not been confirmed- waiting to hear (likely on 11/21)
- **Personnel** (Christine, Liz, Tammy)
  - Director performance review planning timeline
    - director eval- Nov 15-Dec 13 Shamika to evaluate self
    - Dec 2- Dec 31- director eval and board eval- board will be completing 2 forms
    - Jan 2- Jan 22- Personnel committee meets to discuss (Board will get draft to review)
    - Jan 23- Jan 31- delivering eval to Director
    - Board eval- anonymous- review feedback together

- Personnel Policy- needs to be discussed by committee
- **Policy** (Christine, Denise, Cori) Policy review (*vote required*)
  - Sexual Harassment policy- not many changes
    - motion to accept policy made by Christine; seconded by Mae.
    - motion passed.
  - Infestation policy- no changes to policy
    - motion to accept policy made by Christine; seconded by Mae.
    - motion passed.
  - Trustee education policy- new policy- outlines required number of hours of trustee training; form to be completed
    - motion to adopt policy made by Christine; seconded by Rick.
    - motion passed.
  - NY Hero Act (Airborne/ infectious disease)- standard NYS document- changed point of contact from former director to current; can amend as needed based on CDC recommendations
    - motion to adopt policy made by Christine; seconded by Mae.
    - motion passed.
  - Computer/ Internet Use Policy- make sure staff is aware of policy and enforcement-hierarchy of importance; computer users guide updated to five computers and four chromebooks
    - motion to adopt policy made by Christine; seconded by Rick.
    - motion passed.
  - Conflict of Interest- existing policy to be renewed- no changes; needs to be signed by trustees each year
    - motion to adopt policy made by Christine; seconded by Mae.
    - motion passed.
  - Emergency Closing policy- no changes
    - motion to adopt policy made by Christine; seconded by Rick.
    - motion passed.

\*\*Clarification on Emergency and disaster plan policy- if library is closed due to emergency conditions and staff was scheduled to work, they will be paid\*\*

- Bulletin board policy- no changes
  - motion to adopt policy made by Christine; seconded by Mae.
  - motion passed.

Safe child policy- new policy based on staff feedback; children in library or attending programs/ events up to age 7 are required to be accompanied by someone over the age of 14; ages 8 and up may use the library on their own and are expected to adhere to the code of conduct. Update verbiage and approve at a later meeting.

- Building and Grounds (Rick, Brian)- no updates

### **Adjournment**

Motion made by Christine; Mary seconded. Motion passed and meeting adjourned at 8:22pm.

*Note: additional meeting materials are available upon request.*

**Next Board Meeting:** December 10, 2024 at 7:00 PM (holiday party)