



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

Date: Tuesday, February 11, 2025

Time: 7:00 PM

Location: Patterson Meeting Room

Present: Shamika Fusco (Library Director), Christine Cruso, Mae Sharman, Rick Williams, Brian Donnelly, Cori Quinn, Sally Collins (Friends of Livonia Public Library President), Annette Meade (village liaison)

Absent: Liz Smith-Rossiter, Denise Cendoma, Mary Bock, Pete Dougherty (town liaison)

Meeting begins

7:00pm start

Opening Public Remarks-

no public present

Approval of January 14th Meeting Minutes

Motion made by Mae; seconded by Brian

Motion approved to accept January 14 2025 meeting minutes

Bills (January)

\$7145.81

Motion made by Brian; seconded by Mae

Motion approved to accept the bills for January totaling \$7145.81.

Friends Report (Sally)

The Friends group will meet twice a year, in April and October, with the first meeting on April 10th. The group continues to accept donations for the October Silent Auction and group members recently wrapped books for the “Blind Date with a Book” program.

In March we would like to set up in our usual place by the railing: Little Golden books, Louie L'Amour books and special cookbooks (all on carts) with monies being donation only (money would be put in the green donation box attached to one of the carts.) Signage explaining donations will be prominently displayed.

Bookcase: The Friends’ bookcase features a small display honoring Presidents’ Day with books about Washington, Lincoln, and other presidents.

Free Prize Giveaway Winners: Luna won the “January is the time to get Creative” Craft basket, and Nevy won the February “Bear with Books” basket.

Community Projects: “Blind Date with a Book” program-aims to foster a sense of community, encourage conversations, and support lifelong learning. It also seeks to enhance the well-being of senior residents.’

On February 8, Friends group members (plus a 5th grade volunteer) wrapped books, engaging in a creative activity. Twenty-five books were wrapped, and three large-print books were donated.

Sally’s goal has been to grow membership and get members involved in initiatives and that has been successful.

Director Report (Shamika)

Staff- Jeannie has put in her resignation effective December 2025.

NYS has new laws coming in- record of employment

Elevator needed new battery- waiting for invoice

- FFRPL Grant- should receive this year as in year’s past

- Copier Lease- \$2500 needs to be reallocated throughout the budget because it's not on the contractual budget.
- Livonia NHS community service hours- work with them now so it's not a rush at the end of the year.
- Rochester Hearing Loss meeting- share services available, willing to come out for hearing screenings for members. Possible health and wellness fair.
- Emily is training for notary services.
- AARP- helping out with tax preparation at the library. Patrons call to book a time.
- Action item for President's Day- put up a display
- Tabling fund transfer to building repair fund to March meeting for exact number to transfer.

Old Business

- Trustee Training / Sexual Harassment
- Workplace violence
- Ron (OWWL) is coming in March to discuss sustainable funding so that will count as trustee training for 2025.

New Business

- Director's Evaluation review completed and signed
- Board Evaluation summary review- going forward going to be consistent
 - Strengths: mission and strategic direction; governing docs; budgeting, finances and infrastructure
 - Areas of improvement: leadership succession and transparency (board selection process), auditor's recommendation reviewed
 - Comments:
 - positive-on top of issues, resolved quickly, strong strategic plan, materials available for board meetings, great community center, supportive of staff.
 - Suggested more board members at library functions, board attending budget workshop together, making sure policies are updated in place, board should have term limits (new ideas, open to change).

Committee Updates

- **Strategic Planning** (Christine, Liz, Mary, Mae)
 - Ron visit planned next Board Meeting 3/11 7:00 start time
 - Updated documentation will be sent prior to meeting
- **Personnel** (Christine, Liz, Tammy)
- **Building & Grounds** (Brian, Rick)
- **Policy** (Christine, Denise, Cori)
 - Borrowing & Loan- existing policy updated and approved by Shamika-
 - motion to approve made by Mae; seconded by Rick. Approved Borrowing & Loan policy
 - Bidding & Procurement- new financial control on how we meet fiduciary obligations- multiple bids, no conflict of interest, etc.
 - motion to approve made by Brian; seconded by Mae. Approved Bidding & Procurement policy
 - Budget- every year preliminary operating budget
 - Motion made by Brian; seconded by Mae. Approved Budget policy
 - Credit Card- how credit card is managed

<ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Motion made by Mae; seconded by Rick. Approved Credit Card policy ● Director Compensation- no approval from Shamika (conflict of interest)- this is outside of a budget cycle that we would want to compensate director <ul style="list-style-type: none"> ■ Motion made by Brian; seconded by Rick. Approved Director Compensation policy ● Disposition of Surplus Property- defines surplus property, monetary value and how board dispositions property <ul style="list-style-type: none"> ■ change to book sale section 3.1- “at the discretion of the friend’s group” ■ Motion made by Brian; seconded by Mae- approved Disposition of Surplus Property policy with changes to section 3.1 ● Fixed Assets Capitalization <ul style="list-style-type: none"> ■ Motion made by Mae; seconded by Rick. Approved Fixed Assets Capitalization policy ● Mobile Hotspot Lending- updated replacement costs and late fees/ fines <ul style="list-style-type: none"> ■ remove charges from late fees ■ if not returned, they are charged a lost fee- replacement cost ■ Motion made by Rick; seconded by Mae. Approved Mobile Hotspot Lending with changes ● Bomb Threat Request- new policy <ul style="list-style-type: none"> ■ Motion made by Brian; seconded by Mae. Approved Bomb Threat policy ● Library Presenter Code of Conduct- expectations for presenters <ul style="list-style-type: none"> ■ Presenters sign the code of conduct ■ Motion made by Brian; seconded by Mae. Approved Library Presenter Code of Conduct policy ● Publicity (Christine)
<p>Executive Session Motion to enter into executive for open board position made by Christine; seconded by Mae. Approved to enter executive session at 8:03pm Motion to exit executive session made by Brian; seconded by Rick. Approved to exit executive session.</p>
<p>Adjournment Motion to adjourn meeting made by Brian; seconded by Mae. Motion approved; meeting adjourned.</p>

Next Board Meeting: March 11, 2025 at 7:00 PM