



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

Date: Tuesday, March 11, 2025
Time: 7:00 - 9:00 PM
Location: Patterson Meeting Room

Present: Shamika Fusco, Christine Cruso, Mae Sharman, Denise Cendoma, Rick Williams, Brian Donnelly, Cori Quinn, Mary Mott, Ron Kirsop (OWWL), Piety (OWWL), Sara Schlinger (staff/public)

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

Meeting begins 7:00pm
Sustainable Funding Presentation (Ron Kirsop) Ron presented multiple funding options
Opening Public Remarks No public comment
Approval of February 11th Meeting Minutes Motion to approve February minutes made by Brian; seconded by Rick. Motion passed.
Bills (February) Motion to approve bills for the month of February totaling \$6888.08 made by Brian; seconded by Mae. Motion passed.
Friends Report (Sally) Community Projects: The Friends Group is sponsoring the library program “Professional Headshot Day” proposed by Sara Schlinger. The program will be held in April. Many local patrons, especially job hunters, inquire about professional headshot services. This program will offer free headshots for LinkedIn or similar platforms, with limited spots available. It benefits the community and supports job seekers. The photographer for this program is Crystal Bratcher, a Livonia Central School graduate. She and her family reside in Livonia. The Friends are using donations in memory of Ralph Parker to fund this program. Ralph championed local businesses and job seekers, making it an appropriate use of these donations. Pop-Up Book Sale: We’ve organized a pop-up book sale on carts positioned by the railing for the entire month of March. We’re accepting donations for Little Golden Books, Louis L’Amour books, and western DVDs (donations will be placed in the green donation lock box attached to one of the carts). Signage explaining the donation process is prominently displayed. Bookcase: The Friends’ bookcase continues to be popular. This month, we’re featuring a collection of books with titles like “spring” and “Easter.” Here are some reminders: Friends Meeting: The Friends group meets twice a year, in April and October, to provide more opportunities for friends to attend. The first meeting in 2025 is on April 10 at 6 pm in the Patterson Room at the Library. Silent Auction: Donations are being accepted for the Silent Auction in October. Please drop off donations during regular library hours.
Director Report (Shamika)
<ul style="list-style-type: none"> ● Staff recommendation <ul style="list-style-type: none"> ○ Jr. page sub recommendation- Sophia O.hourly rate of \$16.07 ○ Impact on budget? Still have a vacancy for Gabriella; Tony as a sub. So no impact on budget.

<ul style="list-style-type: none"> ○ Motion to approve recommendation junior page made by Christine; seconded by Mae. Motion passed. ● Civil service eligibles- all declined the position ● Inspection went well; extra vacuuming ● Elevator repaired; \$600 battery ● Village- sealing & striping of parking lot; needs to be done on weekend/ holiday ● annual report to community- due to release in early May. Shamika recommended that we add a note from trustees ● CPR training- Mary? email being sent asking for dates ● Storywalk updated- hibernation mode until weather breaks ● Prank caller- staff told to ignore the caller; trending with other member libraries ● Table at Hemlock Fair? investigate this option ● Finance- FRPL grant \$7878.29 ● plumbing issues- James fixed ● Shamika asked to be an artistic advisor for writers and books for Rochester Reads ● Hotspot policy incident involving a patron; patron was dissatisfied with hotspot availability and disrespectful to staff. Christine spoke with the patron, who felt they were treated like they were not welcome at the library based on interaction with the Director; Board recommended that the Director contact the patron directly to make amends and assess any potential policy changes if necessary.
<p>Old Business</p> <ul style="list-style-type: none"> ● Trustee Training / Sexual Harassment
<p>New Business</p> <ul style="list-style-type: none"> ● Proposed in-Person OWWL Trustee Workshops- trustees hosting a training- needs to be earlier in the evening- September 17th, 2025 ● Applications for trustees- tabling selection until next meeting on April 8, 2025, allowing for more time/ applicants. In the past we've run the ad for a month.
<p>Committee Updates</p> <ul style="list-style-type: none"> ● Strategic Planning (Christine, Liz, Mary, Mae) ● Personnel (Christine, Liz, Tammy) ● Building & Grounds (Brian, Rick) ● Policy (Christine, Denise, Cori) <ul style="list-style-type: none"> ○ Public Relations Policy- support staff on public relations, responsibility and resources <ul style="list-style-type: none"> ■ LCN account needs to be created for just the library- not Friends ■ motion to accept Public Relations policy made by Christine; seconded by Brian. Motion passed. ○ Record Retention and Removal Policy- guidance on how records are maintained <ul style="list-style-type: none"> ■ motion to accept Record Retention and Removal policy made by Mae; seconded by Rick. Motion passed. ● Publicity (Christine)
<p>Adjournment</p> <p>Motion to adjourn meeting made by Christine; seconded by Mae. Motion passed.</p>

Note: additional meeting materials are available upon request.

Next Board Meeting: April 8, 2025 at 7:00 PM