



Livonia Public Library Board of Trustees
Meeting Minutes

Date: Tuesday, August 12, 2025
Time: 7:00 - 9:00 PM
Location: Patterson Meeting Room

Present: Shamika Fusco, Christine Cruso, Mae Sharman, Rick Williams, Brian Donnelly, Denise Cendoma, Cori Quinn, Mary Mott, Mike Ward, Sally Collins (Friends of the Library President), Annette Meade (village liaison)

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

Meeting begins at 7:00pm
Opening Public Remarks -no public present; no remarks
Motion to approve of May 13th meeting minutes made by Mae; seconded by Rick. Motion passed.
Bills (May/June/July) Motion to approve bills for May totaling \$7688.25 made by Mae; seconded by Denise. Motion passed. Motion to approve bills for June totaling \$6300.87 made by Rick; seconded by Cori. Motion passed. Motion to approve bills for July totaling \$5110.64 made by Mae; seconded by Brian. Motion passed.
Friends Report (Sally) Friends of the Livonia Public Library 2025 Activities Update: Food Truck Fundraiser: The Dainty Donut Factory Food Truck will be parked on Washington Street on Saturday, August 16 th from Noon-4pm. Mae Sharman and Ian Coyle are chairing this initiative. The Friends book sale will be held on Saturday, September 13th, during the <i>Autumn in the Village</i> Festival. A bag sale will be held the following Monday, and all books will be free on Tuesday. Once again, the Livonia HS Soccer team will assist with setup. Support for Summer Reading Several members of the Friends group volunteered during the Summer Reading Kickoff on June 25 as well as the End of Summer Reading party on August 6. The Friends staffed all the tables and also assisted in setting up the Art Show, putting together SR bags, and handing out the prizes. The Friends sponsored the SRP Wildlife Rockstars program on July 8. Friends member Ian Coyle emceed the Livonia Public Library <i>Strut Your Mutt</i> Pet Parade at Vitale Park on August 2. Hemlock Fair- Friends members staffed the Livonia Public Library table at the Hemlock Fair on Tuesday and Wednesday mornings. Monthly Free Prize Giveaway- The winner of the June Patriotic basket is Anne Colangelo. The winner of the July Disney Wish/Lego basket is Jade O'Dell. Silent Auction- Donations of baskets are being accepted for the Silent Auction in October. Please drop off baskets during regular library hours. A letter will be going out soon with suggestions for types of baskets.

Q2 Treasurer's Report (Brian)

Total of all accounts through end of June 2025: \$9177.21

Motion to combine all three accounts in the Trustee account made by Christine; seconded by Mae. Motion passed.

Emily's fund was not earmarked for anything specific

Director Report (Shamika)

- OWWL is going to do a cybersecurity refresher training for staff- not mandatory but strongly encouraged; we will look at our policies to enhance in terms of cybersecurity.
- Marge resigned from the 9 hour clerk position- the civil services test is taking place and Shamika will pull from the list.
- ARC GLOW intern is gaining confidence.
- Town hours audit requesting records back through 2023. Shamika has a 3-pronged approach to documenting hours: excel document with tabs, sign in/ sign out sheet, and employee timesheets.
- We will need to get window cleaning and landscaping contracts.
- Building Repair/Maintenance Schedule- Christine requested a schedule of maintenance activities so we can remain on top of it.
- Great Give Back- focus on senior wellness and care; soliciting donations of hygiene items & gift cards for personal care services
- LPL is designated cooling center- possibly look into data on the hot days to see if there's an increase in traffic.
- There was an issue with a couple of WiFi units not being returned; Dansville residents checked them out- they are being returned, however, they have been missing parts. Question of looking into modifying policies for patrons of other libraries. Patrons fined for lost/ damaged items.
- Shamika is going to look into digital literacy services for those who need extended assistance with computers. Currently, patrons can make an appointment with Sarah or get help as needed for short periods of time.
- Summer reading went well- over 300 people registered; 48 prizes given away.
- Because the Lima library is getting new carpet, they will be closed for 3 weeks. Our library will be supporting their patrons with holds, services, etc.
- Emily has been working with the village on the mural committee. Annette gave details of the artist talk taking place at the library on 8/14/25. It has been a great community experience.
- Shamika has partnered with Writers and Books for Rochester Reads. The book is *Soil: The Story of a Black Mother's Garden* by Camille Dungy; planning to do programming before the author visit.
- Shamika is looking into printing options where staff can preview prints before printing so we don't use our allotment of copies and patrons aren't charged for prints that are incorrect.
- The library received a donation off \$100 from a part-time resident with a note.
- Shamika brought up shoe policy for children. For safety reasons, all patrons must wear shoes/ foot coverings in the library.
- Generic information for Fall Newsletter for village.

Old Business

- Trustee Training / Sexual Harassment / Workplace Violence
 - 2 hours of trustee training needs to be completed annually
 - Sexual harassment training needs to be completed annually
 - Workplace violence is on a schedule to be completed depending on when you start with the board

New Business



- 2026 Budget Plan
 - Timeline: September board meeting Shamika should have a tentative budget for board review and feedback; LPL Board will review and vote at October board meeting; the town will go through their process and vote on the budget in the their November board meeting.
 - Shamika requested the personnel committee meet before the budget proposal to discuss contingency plans for potential resignations

Mae made the suggestion for a float (or some other representation) in the Autumn in the Village/ Homecoming parade. Shamika will send out an interest email to staff/ board.

Committee Updates

- Strategic Planning (Christine, Liz, Mary, Mae)
- Personnel (Christine, Liz, Tammy)
- Building & Grounds (Brian, Rick)
- Policy (Christine, Denise, Cori)
- Publicity (Christine)

Motion made for meeting adjournment by Christine; seconded by Rick. Meeting adjourned at 8:17pm.

Next Board Meeting: September 9, 2025 at 7:00 PM