



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

Date: Tuesday, September 9, 2025

Time: 7:00 - 9:00 PM

Location: Patterson Meeting Room

Present: Shamika Fusco, Christine Cruso, Liz Smith-Rossiter, Mae Sharman, Rick Williams, Brian Donnelly, Denise Cendoma, Cori Quinn, Mary Mott, Mike Ward, Sally Collins (Friends of the Library President)

Absent: Annette Meade (village liaison), Pete Dougherty (town liaison)

Meeting called to order at 7:02pm
Opening Public Remarks No public remarks.
Approval of August 12th Meeting Minutes Motion to approve August minutes made by Mae; seconded by Mike. Motion passed.
Bills (August) Motion to approve the August bills totaling \$4376.81 made by Rick; seconded by Cori. Motion passed.
Friends Report (Sally) The Dainty Donut Factory Food Truck fundraiser was a resounding success! We were able to raise \$144.50, all thanks to the generous support of the community. We're happy to announce that they've agreed to return during our book sale at the Autumn in the Village Festival in 2026. The Livingston County News published an article that I submitted, highlighting the Food Truck Fundraiser and various programs, activities, and financial contributions that the Friends of the Library actively support. The Friends book sale will be held on Saturday, September 13th, during the Autumn in the Village Festival. A bag sale will be held the following Monday, and all books will be free on Tuesday. LCS student Gavin S. has volunteered for the third year in a row to organize a group of friends to bring the crates into the Patterson Room and set them up by the tables for us after school on Friday. Donation to Livingston County Center for Nursing & Rehabilitation The Friends group, once again, has donated large print books to the library at the Livingston County Center for Nursing & Rehabilitation. We will restock the books as needed upon request. The next biannual meeting of the Friends of the Livonia Public Library will be held on Thursday October 9, at 6 p.m. in the Patterson Room at the Library. The Friends of the Livonia Public Library will be hosting the next MCLS Friends Council meeting in combination with the OWWL Friends Council. Friends from across our region – Ontario, Wayne, Wyoming, Livingston, and Monroe Counties – will gather in the Patterson Room at the Livonia Public on Saturday, October 25 for the Friends Conference. The program will include a short presentation by Lisa Wemett of the Friends of Libraries Section of the New York Library Association (NYLA) about the Sustainable Libraries Initiative. Monthly Free Prize Giveaway The winner of the August basket is Jox Robinson . Once again, we are offering a “Summerween” basket. 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. A donation was made to the Friend’s group by Ralph’s brother with a heartfelt letter.

Director Report (Shamika)

Staff /Personnel/Intern

Cyber security training (Mandated 2026) Zoom training being offered

Interviews/Vacancy/Resignations

Shamika is making the recommendation based on the Personnel Committee recommendation that for the remainder of the 2025 year, the position left by Matt's resignation should be split by two people, working for a total of 16 hours. This is a civil service position with an hourly rate of \$16.05. Shamika recommended candidates Pamela B. and Sarah L. to split this for the rest of 2025 to ensure Saturday coverage.

Motion made approve Shamika's personnel recommendation made by Brian; seconded by Denise. Motion passed.

Shamika is also making the recommendation that Laurie be moved from a page to a clerk, since this is non-competitive, non-civil service and Laurie does more than page duties at this point. Motion made by Mae to change Laurie from page to clerk; Brian seconded. Motion passed.

Building & Maintenance

Landscape/General Maintenance- Jeff Fox has done a great job with landscaping. Shamika asked if the board thought we should have a photo opportunity at the library for Autumn in the Village with pumpkins, haybales, etc. Mary offered to procure the items.

At this point the last fence panel is beyond repair and will likely need replacing. Brian recommended steel pipe bollards to keep vehicles from getting to the point of hitting the fence.

Great Give Back

The library is collecting senior care items.

Patron Conduct

On Saturday 8/30 a patron was shouting at their spouse and causing a disturbance for other patrons. While this is a sensitive issue, the board recommended relying on the Code of Conduct and the policy surrounding violations of the code. Follow the three warning rule.

Digital Literacy Volunteers

Shamika followed up and, unfortunately, they do not service the Livingston county area.

Finance- Budget Proposal

The board reviewed the proposed budget, including increases to personnel lines, programming lines, and utilities/ fuel. There is also a proposed full time senior clerk position for the 2026 budget based on staffing and retention needs. The board will formally vote on the proposed budget in the October board meeting. Once that is completed, it will be sent to the town board for approval in their November board meeting.

Livingston Co. Staffing Update

Ian Coyle will be serving as the Livingston County Administrator in an interim advising capacity until a replacement is found. We look to him to advocate for our library at the county level.

Autumn in The Village

There will be no library contingent in the parade this year, however, we have a great banner for next year's parade.

America Turns 250

Shamika has been collaborating with the mayor on a variety of activities to celebrate the 250th birthday of our nation, including involvement with the school at all levels.

**Old Business**

- Trustee Training/ Sexual Harassment / Workplace Violence
- Submit record of completion to Liz. Liz will let everyone know what is required of them at the Oct. board meeting to give enough time for completion by the end of the year.

New Business

- Library's compliance with the 14 Minimum Standards
 - *Christine Cruso moves that the Livonia Public Library Board of Trustees affirms that the library is in full compliance with the New York State Minimum Standards for Public and Association Libraries as outlined in Commissioner's Regulation §90.2, and further directs Christine Cruso to email the Executive Director of the OWWL Library System a link to the board meeting minutes once they are posted to the library's website, within two weeks of the meeting, in accordance with the New York State Open Meetings Law. Mae Sharman seconds, and the motion passes unanimously.*
- Federal Budget Advocacy (<https://owwl.org/tellcongress>)- board and Friends of the Library are encouraged to send messages to their representatives telling Congress to support libraries.
- 2026 Budget Proposal- see notes above.

Committee Updates

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

No Committee Updates beyond what was already discussed (personnel, budget)

Adjournment

Motion made for meeting adjournment at 8:30pm by Christine; seconded by Mae. Motion passed.

Next Board Meeting: October 14, 2025 at 7:00 PM