



Livonia Public Library Board of Trustees Meeting Minutes

Date: Tuesday, December 9, 2025 Time: 7:00 - 9:00 PM

Location: Patterson Meeting Room

Present: Shamika Fusco, Christine Cruso, Liz Smith- Rossiter, Mae Sharman, Rick Williams, Denise Cendoma, Brian Donnelly, Cori Quinn, Mary Mott, Michael Ward

Absent: Sally Collins (Friends of the Library President), Pete Dougherty (town of Livonia liaison), Annette Meade (Village of Livonia liaison)

Meeting called to order at 6:59pm.

Opening Public Remarks- no public present

Motion for Approval of November 11th Meeting Minutes made by Brian; seconded by Mae. All in favor. Motion passed.

Motion to accept bills for November totalling \$5164.68 made by Mae; seconded by Brian. All in favor. Motion passed.

Friends Report (Sally)

December Activities

The Friends will collaborate with the Livonia Public Library Board of Trustees to host several festivities at the library following the Village Tree Lighting ceremony.

- Santa and Mrs. Claus will visit with families and distribute mini candy canes to the children.
- Local author Sharon West and her adorable doodle, Winston, will visit the library to participate in a special reading of her latest book, titled "Oodles of Doodles."
- A designated table will be set up for "Letters to Santa" and for creating Christmas cards for our local veterans.
- The Friends will display our annual "I Spy" box and a cardboard snowman cutout for photo opportunities.

Several Friends and Library Board members have volunteered to assist with various stations throughout the library. The Friends have purchased Elf hats for those who will be volunteering that night.

Kids' Holiday Gift Shop at the Library

The Friends donated several items (storybooks, teddy bear, snowflake cup, Christmas socks, Moana doll) to the program held during the library's Holiday Open House.

Date Night with a Book

Several Friends members volunteered to wrap and decorate books. For several years, the Friends have been involved in this project, donating books to senior living facilities. Some of these books were also placed near our bookcase for patrons. This year, we organized a special display for our patrons and a donation box to raise funds for the library.

Monthly Free Prize Giveaway

The winner of the December "teddy bear" free prize giveaway will be drawn mid-month.

Sharon West submitted a certificate of liability insurance to present to the library before her author's visit on Friday night for her doodle, Winston.



Director Report

Programming & Services

The library offered a full slate of programs for all ages in November, including recurring favorites such as Book Club, Mahjongg for Beginners, Watercolor Wonder, Library Shuffle, Backgammon, Drop-In Knitting, Tales for Tots, and Sensory Play. Wednesday Wonderlab continued to draw school-age children with hands-on crafts, including a popular Pinecone Owl activity. Adult programs included the AARP Driver Safety Course, Declutter Bingo, National Grid's Customer Assistance Program, and the Mammography Mobile Unit, which provided accessible preventive health screenings. Digital Literacy volunteers from Monroe County initially denied our requests for services, however, upon receiving requests from other OWWL libraries has agreed to support. Hopeful that services will begin in March 2026.

Children's Services highlighted seasonal displays and storytimes, as well as participation in the Rochester Children and Teen Book Festival. An anecdote from Children's Services emphasized meaningful patron connections, including supporting a young homeschooler's interest in classical cassette tapes.

Community Outreach & Communication

The library continued outreach by partnering with Sent by Ravens Food Pantry. Social media, newsletters, and advertising in local outlets remain active tools for community engagement. Staff also represented the library at a resource fair in Avon, sharing program information and promoting our digital platforms.

Collection & Resource Management

Collection work included weeding, reorganization, decluttering, and ongoing staff training. Staff continue to research ways to promote non-traditional materials and museum passes, and to expand early literacy toys and manipulatives.

Staffing & Operations

The Teen/YA position remains vacant; great applicant recently interviewed. Waiting on position title for Sr. Library Clerk from Civil Service, however, there is already a pool of applicants. Staff continued professional development and routine operational work, including planning for a memorial stone honoring Pat Genthner's contributions. Seasonal initiatives such as the Holiday Gift Shop, Rotary collection box, and Health Navigator services are underway.

Building, Finance & Additional Notes

The board will review an updated access door quote with the LivCo grant information confirmed. Library programs and information have been promoted in Village newsletter/Penny Saver. Additional partnerships include Literacy Volunteers and WXXI community meetings. The fence was hit again and incident report was completed.

November Statistics

- New Patrons: 17
- Total Circulation: 4,305
- Program Attendance: 238
- Room Use: 95
- Wi-Fi Sessions: 190
- Door Count: 3,234

Upcoming December Highlights

December programming includes holiday-themed events such as the Holiday Open House, stress-relief programs, workshops, children's holiday activities, and the Great Library Puzzle Off. Patrons who have been disruptive and have received several official warnings now will be barred for a period of 30 days from the library per the Code of Conduct policy.

**Old Business**

- Training: Trustee / Sexual Harassment / Workplace Violence
 - All trainings have been completed by board members!
- Director and Board year-end review timeline
 - Shamika will complete her self-evaluation by Christmas, which will then trigger the next steps for the board's evaluation of Shamika and evaluation of the board.

New Business- no new business**Committee Updates**

- **Strategic Planning** (Christine, Liz, Mary, Mae)
- **Personnel** (Christine, Liz, Mary)
 - Christine provided a sample hiring policy to Shamika, who will review
- **Building & Grounds** (Brian, Rick)
- **Policy** (Christine, Denise, Cori)
- **Publicity** (Christine)

Motion made to enter executive session for employment history of a specific employee at 7:25pm made by Rick; seconded by Brian. All in favor. Motion passed.

Motion made to exit executive session at 7:56pm made by Mae; seconded by Brian. All in favor. Motion passed.

Motion made for adjournment at 7:58pm by Rick; seconded by Mae. All in favor. Motion passed. Meeting adjourned.

Note: additional meeting materials are available upon request.

Next Board Meeting: January 13, 2026 at 7:00 PM*

**Annual Meeting following Adjournment*