

LIMA PUBLIC LIBRARY BOARD MEETING
December 16, 2020

PRESENT: Trustees: Shirley Caccamise, Cathy VanHorne, Chris Preston
Sharon Neenan
Absent: Debbie Lund
Library Manager: Megan McLaughlin
Friends Group: Barb Brenner
Town Board: Bruce Mayer

Our Zoom meeting was called to order by President Shirley Caccamise at 10:45 am.

Minutes for November: Motion made by Chris Preston, seconded by Cathy VanHorne to approve the minutes for November 18, 2020 as read.

Vouchers: Vouchers 106-115 for November and vouchers 116-119 for December were reviewed, signed and approved by each of the Board members.

Friends of the Library: Barb reported on the Friends Group.

*The **Little Free Library** is almost finished. Cathy is in charge of the plaque

*There was a Friends Zoom meeting, December 8th, at 6:30pm

*Chris Preston is in charge of organizing **“Recruiting New Members”** starting in January

*Bruce Mayer did the leg work for purchasing coffee pods for the staff of the Library,
Megan reported that the staff was very pleased – thank you Friends.

*The next Friends meeting is, a zoom meeting, on January 12, 2021 at 6:30pm

OLD BUSINESS:

MOTION

Cathy VanHorne made a motion, seconded by Chris Preston to adopt the NYS Education Department Records Retention and Disposition Schedule LGS-1 for our Records Retention policy at the Lima Public Library.

Voted on and carried.

Chris Preston asked Megan if we needed a Records Retention Clerk? Chris also asked if we need a fireproof box to keep these records in?

Megan will check with Ron at PLS and get back to the Board.

NEW BUSINESS:

Megan passed out information sheets on amending the 2020 Budget. After some discussion, the Board agreed on the following motion:

MOTION

Motion made by Chris Preston, seconded by Cathy VanHorne to amend the 2020 Library Budget as follows:

-Directing \$24,968.00 from Facility Maintenance Reserve to Unexpended Balance. \$24,968.00

from Unexpended Balance is directed to: L7410.469 Building Services to cover coverages due to Roof Project repayment.

-Directing L1990.4 Contingency - \$2242.00 and L9010.8 Retirement - \$633.00 total- **\$287500** to:

L7410.414 Downloadable Audiobooks -	\$500.00
L7410.415 EBooks -	\$500.00
L7410.430 Office/Library Supplies -	\$948.00
L7410.431 Telephone Expenses -	\$ 53.00
L7410.451 Custodial supplies -	\$640.00
L9030.8 - Employee SS Benefits -	<u>\$234.00</u>
<u>TOTAL</u>	\$2875.00

-Directing \$20,223.21 from Appropriations to the following Reserve Account:

-Facility Maintenance Reserves for: \$20,223.21

Motion voted on and passed.

Discussion was held on going forward with researching new carpet for the library.

Bruce Mayer reported that Steve Moore is the contractor who will be repairing the siding on the Library where the pergola collapsed.

Shirley reported that the Trustees' Christmas gifts for the Library Staff have been delivered.

Motion to adjourn at 11:45 a.m.

Next Meeting: Wednesday, January 20, 2021 is a Zoom meeting at 10:30 a.m.