

LIMA PUBLIC LIBRARY BOARD MEETING  
January 20, 2021

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

Meeting called to order by President Shirley Caccamise at 10:30 a.m.

**Minutes for December 16, 2020:** Motion made by Chris Preston, seconded by Cathy VanHorne to approve the minutes of December 16, 2020 as read. Motion carried.

**Vouchers:** Vouchers 116-119 were signed, approved and passed by the Library Board. Vouchers for January will be ready for signatures on Wednesday, 1/27; Thursday, 1/28; and Friday, 1/29.

**Friends of the Library:** Report given by Barb Brenner

- Barb reported that the Friends Group meets, by way of Zoom, the second Tuesday of each month at 6:30 p.m.
- The group is working on: member recruitment, programs, and Staff Appreciation Day.
- Cathy VanHorne reported the group will not be doing a membership drive this year due to the Pandemic. At the end of 2021 they will start the drive for the year 2022.
- Chris has sent a note to Gigi about format for the Friends Group newsletter. She is still waiting for an answer.

**OLD BUSINESS:**

Megan reported that there is no change to our hours of service due to COVID currently. There is no new guidance on operations under micro-cluster restrictions. Our area has been "colorless" and is still, as of January 5, 2021. They are continuing to monitor the situation.

Megan said they are receiving 3 PLS deliveries a week instead of 2. Megan quarantines the books for 3 days before replacing them back on the shelves.

PLS informed Megan that we do not need a Records Retention clerk. Also a fireproof box is suggested, but not required. Chris Preston suggested that we purchase a firebox.

## **January 16, 2021 - (Cont)**

Megan suggested that we use the "Cloud" for all our records. Also, PLS already backs up all our computers. After much discussion took place, it was decided to table the matter for this year and see what the demand is for these reports.

Cathay VanHorne asked Megan if the final financial report for the year 2020 had been received yet. She reported that she had not.

### **NEW BUSINESS:**

The state has extended the deadline for the Annual Report 2020 from March 1 to April 1.

Bruce Mayer suggested a puzzle exchange. Patrons could drop them off in the book drop or if they want, come in and exchange for another one. Everyone agreed that it would be a great idea. Megan would keep track of the puzzles.

Bruce also asked if it would be possible to have a Zoom Kids Program on Wednesdays when we used to hold Story Hour. Maybe once a month with a theme. Megan said she would talk with Michelle and hopefully start something in March.

### **MOTION**

Motion made by Cathy VanHorne, seconded by Debbie Lund to keep the same slate of officers for the year 2022: President - Shirley Caccamise, Vice President - Chris Preston and Secretary - Sharon Neenan. Motion voted on and carried.

Bruce Mayer reported that he will be our Town Board Liaison to the Library for this year.

Bruce Mayer also asked if the library could stay open until 6:00 p.m. for people who work, could still come and pick up books. Megan said that if a patron has a problem about picking up their order, they make arrangements according to their schedules.

Motion to adjourn at 11:57 a.m.

**Next Meeting: Wednesday, March 17, 2021 at 10:30 a.m. - This will be a Zoom meeting**