

OFFICIAL

LIMA PUBLIC LIBRARY BOARD MEETING
January 19, 2022

PRESENT: Trustees: Shirley Caccamise, Cathy VanHorne, Teri Kruk
Sharon Neenan, Debbie Lund
Library Manager: Megan McLaughlin
Friends Group: Barb Brenner, Chris Preston
Town Board: Supervisor Falk, Leta Button

Meeting was called to order at 10:30 by Chairperson, Shirley Caccamise.

MINUTES FOR DECEMBER 17, 2021: Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the minutes as written.

Chairperson, Shirley Caccamise, welcomed new Library Trustee Board member, Teri Kruk, and new Town Board Liaison, Leta Button.

VOUCHERS 122 to 133, for December, were reviewed, signed and submitted.

Friends of the Library: Reported by Barb Brenner

*Due to the passing of Bruce Mayer, Barb reported that Chris Preston will be the temporary treasurer. Ginny Baker will start as treasurer in March.

*Schedule for activities in February and March:

FEBRUARY -

Card Making
Crossroads Crafters - every Saturday
Marble Roller Coaster
Food Preservation
Olympics presented by a guest from China
History of South Lima

March -

Card Making
Food Nutrition - Pi Day (Making pie dough)
Game Day - Pie desserts

Chairperson, Shirley Caccamise, thanked Barb for a wonderful job!

OLD BUSINESS:

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the **Conflict of Interest Policy**. Motion was carried.

MOTION

Motion made by Debbie Lund, seconded by Cathy VanHorne to approve the **Rules of Conduct Policy**. Motion carried.

Megan reported that there is a new policy "Safe Child Policy" to comply with what is in our Current Patron Code of Conduct and needs to be reviewed and voted on.

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the **Safe Child Policy**. Motion carried.

Supervisor Falk had a question on Trustees' years of service for Shirley Caccamise, Sharon Neenan, and Chris Preston. Library Manager Megan McLaughlin will prepare library records, with service dates, and Chairperson Shirley, will meet with Supervisor Falk to review this information.

NEW BUSINESS:

*Library Manager Megan reported that on December 30, prior to opening, a staff member reported that she had a significant exposure to a COVID positive individual. At least 2 individuals were presenting symptoms. After Megan consulted with PLS and Livingston County Department of Health, it was determined the best course of action was to close the library. The library reopened on Monday, January 10th. At that time, staff members were in good health.

*Supervisor Falk said that our December 2021 budget was overdrawn by \$8743.75 in L7410.469 Building Services. (Megan said it is likely our check to cover the rest of roofing cost to the Town) Supervisor Falk advice was to take the amount from Facility Maintenance Reserve to cover the overdraw immediately.

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to direct \$8743.75 from Facility Maintenance Reserve to L7410.469 Building Services for the purpose of covering the overdrawn amount in the budget. Motion carried.

Library Policies: Librarian Manager Megan informed the Board that we have several policies that need to be renewed in 2022. We will review the following policies at the March meeting: Sexual Harassment, Credit Card, Whistle Blower, Purchasing Policy, and Personnel Policy. We will also review our Handbook and our Long Range Plan.

Front Window: Cathy VanHorne reported that she has talked with Rochester Colonial and there will be a meeting February 2nd. They will give us ideas of what we can do with the window in front of the library

Donation Money: The library will purchase shelves for the Reading Room with the gift money for Joyce Rapp. A decision has not been made yet on the gift money for Mary Tremer.

Engineer Report: Supervisor Falk reported that the Engineer reported that the peaks are cracked and will need to be repaired on the old structure - front and back.

Bike Racks: Discussion was held on moving the bike racks to make more room for handicap parking . We will need to go to the Zoning Board of Appeals for approval.

Supervisor Falk stated that he would like to see the Library become self-sufficient over the next 10-20 years. Teri Kruk will research how other libraries handle funding. Supervisor Falk suggested checking with The Strong Children Museum and Camp Good Days for info on their funding.

Megan stated that our library Charter, right now, is a Municipal Library. If we change to self-sufficient, we would need to change our Charter.

Motion to adjourn at 11:40 am.

Next Meeting: Wednesday, March 16, 2022 at 10:30 am.