

OFFICIAL

LIMA PUBLIC LIBRARY BOARD MEETING

March 15, 2023, 10:30 a.m.

Approved

PRESENT: **Trustees:** Chair Shirley Caccamise, Cathy VanHorne, Teri Kruk, Debby Lund, & Jon Grasso, via remote session
Library Manager: Megan McLaughlin
Friends Group: Barb Brenner, Mallory DePew, Christine Preston
Absent: **Town Board:** Leta Button
Other: none

Meeting was called to order at 10:30 a.m. by Chairperson Shirley Caccamise. Friends of the Library were welcomed.

VOUCHERS: Vouchers 1-31 were reviewed. Cathy VanHorne moved to approve the vouchers and Teri Kruk seconded the motion. All were in favor.

MINUTES FOR: January 18, 2023, minutes were reviewed. Cathy VanHorne moved to approve the minutes as amended and Teri Kruk seconded the motion. All were in favor.

FRIENDS OF THE LIBRARY:

Chairperson Shirley Caccamise thanked the Friends for all their effort in supporting the Library.

Friends President Barbara Brenner shared a 2022 Events Summary with the Board. The group provided 41 events- 29 programs including monthly dances, book sale and sorting in preparation for the sale, yard clean-up, and staff appreciation buffet.

Going forward into 2023, the Friends group has sponsored 22 programs to date. These included Saturday Story-times, game nights, author talks and book sorting. There have been a couple of cancelled events and hopefully, these will be rescheduled.

Barb thanked the staff and Megan for all their support. She especially liked having the book donations section up front. Storytime this Saturday will be on "slime" with an author watch party on March 21st. The Friends will do a snack buffet on April 25th for the staff to honor National Library Week- Staff Appreciation Day. Megan agreed with the date and expressed her appreciation on behalf of the staff.

Jon Grasso commended the Friends Group and noted he was impressed with all they have achieved. He plans on bring his family to some of the events.

Barb noted there will not be a game night on April 10th as the library is closed to observe the holiday.

The Friends believe there is a need for a story-time program and are doing a trial program to verify whether the community agreed with their assessment. Barb asked a fellow Friends member, Mallory DePew to report on Storytime as she was involved in the program.

Mallory DePew said community feedback at Farmer's Market, "Trunk or Treat" and other events showed Saturday mornings were the time preferred by the majority of those surveyed. After conferring with the Library Director, the Friends are presenting a pilot story-time program from January 21, 2023 to March 25, 2023. If the need is verified, story-time would be handed off to the library staff. The Friends group would provide support and assistance under Megan and her staff's direction and request.

Mallory presented the "Friends of the Lima Library Winter Storytime Pilot Report". The target age range was families with children aged 2-5 years. This was achieved with the help and support of the library staff. The Friends informally surveyed the community as to the need for an in-house program at "trunk -or-treat", Farmer's Market and other similar events. Survey data metrics included attendance; increase in library usage -first time users increased 380% ,many indicated they would attend again. Attendance included children up to and including 11 years old, beyond the original age limit. The primary and secondary goals of the pilot program were reviewed. Participating families were asked to complete a survey as to pros and cons of the program, children's interests, and any suggestions. Feedback included desire for a possible sign-language interpreter, braille books, large print books for children to follow along with the story and better advertising of the program. The Friends had alerted local schools and preschools, posted it to their Facebook page and the library had it on its page and locally advertised it. The program has three components: book readings presented by Calli Rabe, music by Eric Baker and Jim Carroll, and a craft by Mallory DePew. The children liked the live music presented on some weeks. The Friends group agreed to continue the program until May, 2023. The library will provide an in-house story-time starting in the fall as the summer reading program is already scheduled. The program was successful, and the pilot program verified the need within the community for an in-house story-time program for young children.

All were in favor of the program continuing and expressed appreciation of the great job done by the Friends group. However, some concerns were expressed by Board members. Cathy would like the program to continue through the summer as well as the summer reading program. She is concerned the program will lose momentum and families will not return in the fall. It's a great start that needs to be carried through. Debby stated she too would like to see the story-time continue in the fall and would not mind if it needed to be scaled back to be more manageable for the staff.

Although the Friends group is willing to continue until May, Megan noted concerns expressed by OWWL regarding labor laws and possible conflicts if the Friends continue beyond the trial period. Everyone agreed an extension to May as a pilot program would be permissible. This will give Megan time to make further inquiries into the labor issue. Staffing and the time needed for preparation and presentation of an in-house story-time requires further planning as well. The Friends expressed their willingness to help during the transition period and would like to be supportive of the staff and Megan. They had already talked with a staff member about the craft portion of the program.

Teri reminded the Trustees, Friends and Director that there are duties and responsibilities belonging to each group and we should all be mindful not to exceed our boundaries and follow proper procedures.

Shirley noted that the pilot program was being done by three people and felt the whole program as three components would be too much for one individual part-time staffer to handle.

The craft section and cleanup is very large by itself. Mallory noted parents had helped both with the craft and cleanup each week. Shirley thank Mallory for her presentation and work on the program.

OLD BUSINESS:

Director Megan McLaughlin stated she had reached out to the Lima Historical Society to create a partnership. The group liked the idea and would like to do four joint programs a year if possible.

The first program is tentatively scheduled for April 20th at the Town Hall. It is "Music of the Civil War". Music and a talk about it's place in the Civil War will be presented. They are looking into a fall program but a decision has not been made at this time.

Megan checked with OWWL and "Sexual Harassment in the Workplace" and "Workplace Violence" training cannot be counted toward the mandatory Trustee yearly two hour continuing education requirement. Time spent on the Long-Range Planning can be counted as can attendance at any of the OWWL sponsored Trustee Handbook learning sessions. These can be attended via Zoom or by watching the presentations once they are posted on-line.

Shirley would like to remind everyone that vouchers must be reviewed and signed each month. Please be sure to visit the library, review the documents and ask any questions you may have about purchases and sign the vouchers in a timely manner. This is one of the primary tasks of a Board member. She would not like to see it become a problem with an audit.

Shirley noted times for the meeting need to be changed. Leta Button, the Town liaison, can no longer make day-time meetings. Jon Grasso noted it has become a problem for him as well. The group agreed to move the meetings to 6:30 p.m. Cathy stated she would like the Board to meet monthly to facilitate completion of the Long Range Plan. Megan had already requested a special meeting for April to work on the Long Range Plan.

A motion was made by Cathy VanHorne and seconded by Teri Kruk to officially move the Board of Trustees of the Lima Library meeting time to 6:30 p.m. on the third Wednesday of every month starting on April 19, 2023 and to continue through June. This will include the Special Session of the Long Range Plan. All were in favor.

NEW BUSINESS:

Cathy will take the lead on the Long Range Plan project. The mission statement for the library defines the organization's current business. The vision statement addresses where the organization would like to head. She would like this to be part of our first discussion. Teri thought the mission statement should write itself. Cathy thought the vision has not been defined yet and as Board members we should be able to give an "elevator talk" when ever anyone asks us the purpose of the library. She would like to poll the trustees for their hopes, dreams, and concerns. The Board will also ask community groups and individuals for their thoughts. The Trustees will be attending the Friends of the Library next Tuesday, March 21st, to ask for their comments.

Cathy suggests each trustee voice and write down our hope, dreams and concerns. A brief brain storming session resulted in:

Hopes & Dreams:

- Development of a community haven for education & enjoyment
- Provide services that allow the community to use & gain knowledge
- Stay relevant to all ages & connected to the world
- Teen programming
- Reimagine the physical layout of the library to better utilize the space
- Newspapers available out front of the check-outdesk
- Promote a positive working relationship between the Board, Library staff and Friends of the Library Group

Concerns:

- Loss of relevance to people of the community
- Library will become uninteresting and stale
- Loss of funding
- Cascade of failure
- Loss of state representation & library support
- Loss of a good working relationship between the Town Board, Library Board and Library Staff

(J. Grasso exited the meeting at 12:15 p.m.)

Cathy would like the board to pick out a goal that has not been accomplished by the current plan and reinstate it. The Plan is operational but was completed during the Covid 19 Pandemic and could be more dynamic.

Some goals have been met by the library and others have been achieved by the Friends group. Cathy questioned whether these goals need to be separate. Mallory noted the Friends is a supportive role to the library and staff. She felt the Friends role is to co-ordinate with the community and liaison with the library to offer programming.

Teri felt the Friends role is to work with the library but remain separate from it. Barb commented the Friends should be given credit for their contributions and realizes they are not in charge. The Friends do enhance the library. Teri noted it is important from a budget perspective to be cognizant of where funds, support and so forth come from and what the monies are used for. These programs do affect the budget and it is financially important to know where the revenue comes from. Shirley pointed out the library does have a budget line for programming.

Cathy said the next item in the Long Range Plan was finding the numbers for the budget. OWWL will provide data from all libraries, not just ours, for comparison purposes such as what affects their budgets, circulation and so forth. One can track trends in usage in circulation, programs and technology through this data. Teri cautioned using circulation as a metric – different communities have different expectations and needs.

Cathy reminded the Board of the Cohort meeting schedule set for April 3, 2023 at 3:00 p.m. It is available via zoom to review Internal and External Assessment. The meeting will discuss Review of Library Specific Data, external data and census- master plans. It will provide a Library Board Visioning Exercise. This should be very helpful in our long-term process.

With no further business to discuss, Cathy VanHorne moved and Teri Kruk seconded the motion to adjourn All were in favor and the meeting closed at 12:37 p.m.

Respectively submitted:
Debby Lund

NEXT MEETING WILL BE April 19, 2023 AT 6:30 p.m.