

**OFFICIAL**

LIMA PUBLIC LIBRARY BOARD MEETING  
March 16, 2022

**PRESENT: Trustees:** Shirley Caccamise, Cathy VanHorne, Terri Kruk  
Sharon Neenan, Debbie Lund  
**Library Manager:** Megan McLaughlin  
**Friends Group:** Barb Brenner, Chris Preston  
**Town Board:** No one

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

**MINUTES FOR January 19, 2022:** Motion made by Terri Kruk, seconded by Cathy Vanhorne to approve the minutes as written.

**VOUCHERS 1-**

13 for January and 14-22 for February, were reviewed, signed and submitted.

**Friends of the Library: Reported by Barb Brenner**

\*Barb reported that Staff Appreciation Day will be held on April 5, 2022 at 4:00 pm. Set up will take place at 3:30 pm. There are 9 staff members.

\*The Friends Group have been sprucing up the Scutt Room. They have tightened up the tables and chairs, put up a new white board, and replaced some plugs.

\*Barb reported that 4 new people have joined the Friends Group.

\*Activities: -Roller coaster marbles was a great success  
-Canning presentation had 11 people present  
-Fermentation presentation had 7 people attend  
-Pi Day had 1 student and 5 adults  
-Game night had 8 people present  
-China Day was canceled

**\*New Programs/Activities:**

- Food Preservation will be held in the Spring and Fall
- Book sorting
- Game night
- Rock painting on Saturday, April 30th
- Cyber Security
- Deer protected Spring plants
- Library yard clean-up
- Farmers Market - Summer (5 times)
- Book Sale - Crossroads Day

Chairperson Shirley thanked Barb and the Friends Group for all they do to help the Library.

**OLD BUSINESS:**

1. **Parking lot /EV charging stations and book barns.** On Friday, 2/18 Shirley, Megan, Debbie and Leta meet with Andrew Kosa, from Clark Patterson Lee to discuss the possibility of placing EV charging stations in the back of the library rather than the proposed location in the front of the building. He agreed that the back would be a better location. We discussed moving the handicap parking to where the bike rack is currently located. He said this was possible and more practical. Much discussion was held regarding drainage, site line of moving the barns and if so the cost of moving all the books, etc. The decision was made to have Teri and Cathy draft a letter to the Town Board responding to Supervisor Falk's email to the Library Board, stating all our points of concern with this project.
  
2. **Front window repair:** Cathy reported that on 2/22 a rep from Rochester Colonial came to inspect the window and provide an estimate. A complete re-working of the window, which would keep the integrity of the current structure, would be \$24, 984:00. Director's understanding of the estimate is a "pie in the sky" with all the trimmings. The Rep mentioned that a basic repair would be possible.

### **Front Window Repair (cont)**

- Cathy will get a quote from Steve Maloney for restoring the wood on the window.
- Possibly look into a Grant . We will discuss it at the May meeting.
- Debbie Lund suggested that we start the SHIPA paperwork.

### **3. Gables on the Library Building:**

- The town ran a pre bid conference for the library gables with Clark Patterson Lee ahead of today's meeting at 10:00 am.
- We need a long range facilities assessment for the Library. Shirley and Sharon will start the preliminary assessment.

### **NEW BUSINESS:**

#### **1. Ukraine Relief Fund:**

Megan reported that our Library sponsored a Ukraine Relief Donation fund. We are collecting items that will be going to InterVol who will be shipping the items to Ukraine. We have done a partial drop-off and the volunteers of InterVol were very impressed with the amount of donations we collected.

2.

[REDACTED] *book grant*  
Megan informed the Board that we are the recipients of the [REDACTED]  
[REDACTED] The amount is \$527.45 and is to supplement the purchase of printed books, e-books, and audiobooks. We will be forwarding this money to PLS for the purchase of ebooks and audiobooks. We will receive credit for any loans of items we purchased on next year's Annual Report.

#### **3. Annual Report:**

Megan presented the Board with the 2021 Annual Report to review and approve.

### **MOTION**

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the Lima Public Library Annual Report of 2021. Motion carried.



**4. Trustees Renewals:**

Shirley met with Supervisor Falk regarding his questions on term limits and renewals of Library Board members. Megan gave all the information needed to clarify dates of Board members terms to take to the meeting with Supervisor Falk. He was in agreement with these corrections and they were approved by the Town Board.

**5. Officers of the Library Board:**

The following officers were elected for the 2022 year:

President - Shirley Caccamise

Vice President - Cathy VanHorne

Secretary - Sharon Neenan

**6. Shelves for Scutt Room:**

Cathy is going to get a quote from Steve Maloney to put on shelves.

**MOTION**

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the **PROCUREMENT and PURCHASING POLICY**. Motion carried.

**MOTION**

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the **CREDIT CARD POLICY**. Motion carried.

**MOTION**

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the **WHISTLEBLOWER POLICIES**. Motion carried.

Motion to adjourn at 12:15 pm.

**Next Meeting: Wednesday, May 18, 2022**