

OFFICIAL

LIMA PUBLIC LIBRARY BOARD MEETING

September 20, 2023

Unapproved

PRESENT: Trustees: Chair Shirley Caccamise, Cathy VanHorne, Teri Kruk, Debby Lund, Jon Grasso
Library Manager: Megan McLaughlin
Friends Group: Barb Brenner
Town Board: Leta Button
Other: none

The meeting was called to order at 6:30 p.m. by Chairperson Shirley Caccamise.

VOUCHERS: Vouchers for July, #86-99 and August, #100-113, were reviewed and accepted.

MINUTES: Minutes of the July 19, 2023, Board Meeting were reviewed. Cathy VanHorne moved to approve the minutes. Teri Kruk seconded the motion. All were in favor. It was suggested that the meetings be recorded in the future. Debby Lund will look into it. Director McLaughlin said she believed the library owned a tape deck.

OLD BUSINESS:

FRIENDS OF THE LIBRARY REPORT:

- President Barb Brenner noted the Friends meeting was attended last evening by the Caledonia Library Board President Gail Milner. The Caledonia Library does not have a Friends group. The library is a recipient of a significant building grant.
- The Friends group has had a booth each month at the Farmer's Market.
- Game Night continues to be well attended.
- The CrossRoads book sale made \$727.00, and the group participated in the parade and hosted a scavenger hunt that was well received.
- Friends cosponsored a Books and Blood Pressure screening with the Lima Ambulance. Free Books were given out.
- "S'mores fun with Friends" program had nine attendees.
- Intro to Canning was a success and will continue.
- Cloud Dough, (similar to Play-Doh), event had 2 attendees.
- Bike Radio did not draw any attendees.
- The Friends will participate in the Lima Great Pumpkin Weigh Off and Ag Day to be held at Tubbs Park on October 7, 2023, from 10:00 a.m. – 4:00 p.m. The event is looking for volunteers in various areas. Friends will be hosting a children's event, mosaic with painted lima beans.
- Friends would like to get the Golden Agers involved in the Author Talks program.

- The Friends invite the Board members to attend their meetings. They would like to have more input into the library's Long Range Plan. Meetings are the third Tuesday of the month at 6:30 p.m. and are held in the Scutt Room.
- Barb expressed the Friend's thanks to Betsy for including the them in the fall Story-time program. They contributed with music and reading.
- Barb will meet with Director Megan McLaughlin to discuss the library's wish list previously presented to the group.
- The light above the outside entrance to the Scutt Room has not been repaired and there are concerns of someone sustaining injuries in the dark now that shorter daylight hours are here. Town Board liaison Leta Button will check into it. She noted there seems to be a problem getting the repair parts.

LONG RANGE PLAN:

Long Range Planning (LRP) survey results were discussed. Megan presented the results to the Board. She said Ron Kirsop, OWWL Director, would like a list of priorities for the next cohort meeting. The areas to be covered are sustainability, communications, outreach and expanded programming.

The survey results (see attached document) included hard copy, on-line version, and those sent through "Positively Lima". About ninety surveys were returned and Cathy VanHorne noted that is more than double the one done three to four years ago. The age range using the library the most are 35-44 and 65-74 years of age. Patrons overwhelmingly use the library for books and audio books more than other media available. DVDs and programming came in second and third. Patrons would like to see seating areas for quiet research, reading and computer use; more service programming; and mobile hot spots. Megan was able to get two hotspots, this request is being met.

Director McLaughlin said that sustainability would include assurance that the library is still here. One way to do that is to look at alternative funding. She presented an overview of a 414 vote. The Board felt they did not have enough information to include a 414 vote plan in the current LRP. The Board could explore it as an alternative funding later. Teri Kruk noted long term sustainability should be fundamental to any long range plan.

Cathy VanHorne reintroduced the idea that each board member be assigned a different segment of the library functions and services to follow and research, then report their findings to the Board.

Cathy sees becoming more community oriented as a more pressing goal than sustainability. This relates back to the survey data and community involvement through services and programming. These need to be successful before focusing on funding. What can the library provide that is a unique service?

Barb said the Friends would like to see the library take over programming through a gradual transition. The Friends saw a need and filled it but are willing to step back at this point while continuing to provide support to library staff.

The suggestion was made that the Library Board attend the Village and Town Board meetings a couple of times a year to share who the library is and what it does; visibility within the community is key. Barb noted the Board had wanted to survey local community groups

such as Kiwanis, Rotary and the churches. Had this been done? Some progress has been made but it will not be completed for inclusion in the current LRP.

Cathy VanHorne suggested building doner relationships with local businesses and other community groups. Shirley Caccamise noted this is already being done. The library has doner cards at the funeral home. Dipper Dan's provided one scoop ice-cream cones for those who completed the summer reading program. Megan McLaughlin said Director Kirsop indicated if a priority service is already being met by another community group it can be eliminated from our plan. Understanding the needs and services that are already adequately being addressed in the community would change our focus.

At the cohort meeting Director Kirsop stated libraries need to decide where we want our library to head and evaluate whether what we are currently doing is working. Are goals being met?

Teri Kruk asked Board members to work on the four areas listed below for our October meeting. Shirley Caccamise suggested we each bring a couple of ideas for these areas.

Sustainability:

- Funding options
- Increased visibility within the community
- Gaining community support

Community Relationships:

- Identify and contact local organizations
- Donor relationships with local businesses
- Partner with local artists and groups for programs
- Reaching underserved communities

Building:

- Building maintenance plan
- Equipment and furnishings
- Future use evaluation
- ADA compliant

Information Resource:

- Research and leisure activities
- Programming
- Educational opportunities
- Community recreational resource

Cathy VanHorne reminded the board the vision/mission statement has not been finalized yet and must be in place for the LRP by the November or December meetings. Everything needs to be finalized by the December meeting if not before.

MISCELLANEOUS:

Shriley Caccamise noted the carpet was cleaned over the Labor Day weekend. With no further old business, the board moved on.

NEW BUSINESS:

Director Megan McLaughlin asked the Board to amend the by-laws as follows:

“Amendment for Article II:

In case of a vacancy, the Library Board shall select a replacement Trustee and present their name to the Town Board for the final appointment. The Trustee shall fill the balance of the unexpired term.

At the beginning of each full or partial term, Trustees shall take an Oath of Office and submit it to the Secretary and the Town Clerk.”

This would become “c” of Article II. Cathy VanHorne moved to approve the amendment as presented. Teri Kruk seconded the motion. All were in favor.

STORYTIME:

Megan reported Betsy is coordinating the fall story time program. It will be held on Thursdays and Saturdays. Cathy VanHorne suggested the take home activity packets be reintroduced as they were a success in the past. Megan is also working on a children’s newsletter to go out monthly.

MISCELLANEOUS:

Director McLaughlin has partnered with Frontier to provide a call-in book reading that does not need internet access. Megan did not get the grant but did obtain a two year discount on the dedicated line needed for the program. It will be up and running soon.

The library has four passes to the Corning Museum of Glass available for patron use. Megan has addressed one of the survey requests and the library now offers two wi-fi hot spots.

ELECTRICAL WORK:

Town Board liaison Leta Button reported the electric charging station funding has been secured but not all the pieces are in place. She will keep us apprised.

Shirley Caccamise said the electric lights for the parking lot are still in the planning phase.

With no other business before the board, Cathy VanHorne moved to close the meeting. Teri Kruk seconded the motion. The meeting adjourned at 8:20 p.m.

Respectfully submitted,
Debby Lund

NEXT MEETING WILL BE October 25, 2023 AT 6:30 p.m.