

OFFICIAL

LIMA PUBLIC LIBRARY SPECIAL LONG RANGE PLANNING BOARD MEETING

October 25, 2023

Approved: November 15, 2023

PRESENT: **Trustees:** Chair Shirley Caccamise, Cathy VanHorne, Teri Kruk, Debby Lund, Jon Grasso
 Library Manager: Megan McLaughlin
 Town Board Liaison: Letta Button
 Friends of the Library Chair: Barbara Brenner
 Public: Callie Rabe, Friends of the Library member – Story-time presenter

The Special Long Term Planning meeting was called to order at 6:30 p.m. by Chairperson Shirley Caccamise. It was noted that review and revision of the Long Range Plan was the agenda of the meeting.

Request to address the Board:

Callie Rabe asked to address the Board. Chair S. Caccamise replied the meeting is not a general one but was called specifically to work on the Long Range Plan (LRP). Barb Branner suggested the Board needed to hear Ms. Rabe as it pertained to a staff-patron interaction issue. Chair Caccamise advised Ms. Rabe that she could speak but should keep her comments to between five and ten minutes.

Ms. Rabe noted she has previously helped with Storytime as a Friends of the Library member. She had not done so for a while but had volunteered to do so now. The theme decided on for the presentation was Fall/Autumn and she asked staff for help locating children's books with fall or autumn in the title on the library computer. According to Ms. Rabe a staff member told Ms. Rabe there were no books with those words in the title available. She then asked for any with trees or leaves in the title and according to Ms. Rabe was again told there were not any. Ms. Rabe then proceeded to look through books in the children's room herself. She noticed the staff member in question removing books from a certain spot in the library and placing them elsewhere. Once the staff member left, Ms. Rabe found the collection and found it was a group of fall and autumn based material. She would like to know the procedure to file a complaint with OWWL as she does not feel our Board will address the issue.

Barbara Brenner said she had spoken with Director Megan McLaughlin and neither she nor Ms. Rabe felt Director McLaughlin had addressed the situation to their satisfaction. Therefore they had come before the Board. Director McLaughlin stated she had addressed the issue with the staff member in question and thought the matter was resolved.

Ms. Rabe was told OWWL does not have any jurisdiction over Lima's staff. Trustee Teri Kruk asked why Barb had spoken with Megan rather than Ms. Rabe doing so as would be a more normal procedure. As far as the issue not being resolved, the Board was listening, and all agreed that as presented by Ms. Rabe there was a legitimate complaint. A further issue was raised by Ms. Brenner as to the Fall display in the entrance foyer that had children's books in it. The question was asked as to whether the display was put together before the incident and

neither the Board nor the Director were certain as to the precise timing of the assembling of the display in relation to the event recounted by Ms. Rabe. Trustee D. Lund suggested the library should have a complaint form for patrons and staff should problems arise in the future. She also suggested the library should have an incident report sheet for accidents that occur on library property. The idea will be added to items being reviewed for the LRP.

Trustee T. Kruk motioned to go into executive session to address a personnel issue relating to a specific staff member. Chair S. Caccamise seconded the motion. The vote carried and the Board entered executive session at 7:00 p.m. Trustee C. VanHorne motioned to close executive session at 7:45 p.m. with a second from Trustee T. Kruk. The motion carried. It was noted no action was taken.

The suggestion was made, and the consensus of the Board was to send a letter to Ms. Rabe. Trustee Kruk volunteered to draft a letter for Chair Cassamise approval to Ms. Rabe regarding the incident with the staff member.

Debby Lund, Teri Kruk, and Leta Button departed the meeting room to view the display case. Conversation continued regarding the incident that was reported to the Board by Callie Rabe. The Director became agitated and declared that she was tendering her resignation letter. The Director departed the meeting room. Debby Lund, Teri Kruk, and Leta Button returned. The Director returned with her resignation letter. Teri Kruk suggested that Megan McLaughlin consider her resignation further before submitting. Megan agreed.

Long Range Plan:

The meeting continued with the original purpose of the special meeting- the Long Range Plan. Chair Caccamise asked Trustee VanHorne to spearhead the discussion. Cathy started with the survey results. Books and programs were mentioned most often when asked what services were most important for the library to provide.

At the last meeting, Teri had blocked out four main categories for consideration:

1. Collections
2. Programs
3. Building
4. Sustainability

Collections:

Cathy led the discussion with collections. The surveys showed books are still the most important part and patrons would like to see more new books provided in a wide range of genres. Schools should be contacted for current reading lists and technologies.

The library should commit to a bi-annual review of the collections and technology. Megan noted the library does collection review by areas on a continuous on-going basis. The former director had laptops for staff use but not for lending. The library does have computers for in-house patron use. Megan could look into laptops or tablets if a need is found. E-readers and scanners are another possibility. All agreed there is a need to adjust for the current public use of technology.

The suggestion was made to provide more current information, possibly in the form of several newspapers to offer a balanced view of the news. Megan said the newspapers are kept

behind the desk as they often disappear within minutes if left out in circulation, but the library does offer them as a news source in addition to the periodicals.

Programming & Services:

Storytime should be on-site as well as a take home program. A committee of staff, a board member, director, and Friends member was suggested to go over programming. The Friends would like to turn some programs over to the library and would like to help with the implementation of the programs during the transition phase. Cathy suggested the Board provide better guidance to the director. It would be helpful to list how many programs should be available to the public and how often. Cathy suggested a twice weekly story-time hour, and one each: preteen, teen, and an adult program per month – male and a female oriented programs should be considered.

The Board was reminded responsibility for programming lies with the director. The Board can give broad outlines but not dictate times or dates.

Community Outreach:

The Board had already discussed reaching out to various local groups to identify what role the library might play with them. Some groups mentioned include Rotary, Historical Society, schools, various youth groups and churches. The library could consider partnering with local artist groups. The library should continue participation in community events – Farmer’s Market, Crossroads Festival, Trunk or Treat, etc.

Cathy said budgeting for equipment such as that necessary for events should be considered and included in the plan an example would be a canopy for Farmer’s Market.

The Board should do an annual or biannual presentation to the Town Board for visibility. This presentation should include the library’s events, vision and budget outlining what has occurred since the last presentation.

Sustainability:

The library should investigate the details of a 414 vote and other forms of future financing. Endowments would be other area for investigation.

The library should work more closely with the Friends group. Clear objectives should be reached, and accurate data kept that includes financial and general aspects of programming, number of programs, and attendance records for each event.

The library board should present the Town Board with a long term financial goal whether the goal is achieved or not. One goal would be how the library supports the community.

Building & Maintenance:

Trustee C. VanHorne saw a conflict of use in the survey between patrons wishing to use the library as a quiet resource for study or contemplation versus those there for socialization and programming activities. Restructuring of the use of certain areas might accomplish this.

These issues could be addressed by hiring an architect or engineer to access the library building and space. The study could include reimaging current space and the potential for

expansion either as a second story addition or addition to the front of the library as well as a cost evaluation for either scenario.

The LRP should include a building maintenance plan to upgrade the HVAC and electrical circuitry for future technological needs, building repairs and furniture upgrades and replacement costs.

Mission and Vision Statements:

The consensus of the Board was the mission statement should be Trustee C. VanHorne's with the replacement of recreational activities with leisure activities.

"The mission of the Lima Public Library is to provide high quality materials, services and programs which fulfill educational, informational, cultural, and leisure time needs of the entire community in an atmosphere that is welcoming, respectful, and professional. The Lima Public Library is dedicated to the right of public access to information and literacy for all."

The Board liked Trustee J. Griffo's vision statement:

"The Lima Public Library strives to be a place of learning and discovery that is inclusive and supports the needs of the community."

With no further business to discuss, Teri Kruk moved to close the meeting with a second from Shirley Caccamise. All were in favor and the meeting closed at 8:28 p.m.

Respectfully submitted,
Debra Lund