

**OFFICIAL**

**LIMA PUBLIC LIBRARY BOARD MEETING**

November 15, 2023

Approved December 20, 2023

**PRESENT:** **Trustees:** Chair Shirley Caccamise, Cathy Van Horne, Debby Lund, Jon Grasso, arrived at 6:40 p.m.

**Absent:** Teri Kruk

**Library Director:** Megan McLaughlin

**Friends Group:** Barb Brenner

**Town Board:** Leta Button -absent

**Other:** Renate Goff, Director – Caledonia Library

Grace Frenzel, Director – Avon Free Library

Margo Prak, Director – Dansville Public Library

Michelle Rohrbach -Staff Librarian

Marsha Osborne - Staff

**MEETING:** The meeting was called to order at 6:30 p.m. by Chairperson Shirley Caccamise. She welcomed our guests and staff.

**VOUCHERS:** Vouchers were reviewed and accepted: September #114-124 and October #125-138.

**MINUTES:** September 23, 2023, minutes were reviewed. Cathy VanHorne moved to approve the minutes as presented with a second from Jon Grasso. All were in favor.

October 25, 2023 minutes were reviewed. Cathy VanHorne moved to approve the minutes as amended. Jon Grasso seconded the motion. All were in favor.

**Director Support:** Chair S. Caccamise invited the guests to address the Board. Grace Frenzel, Avon Free Library Director, said the three directors were there to show support for Megan McLaughlin, our director. They have experience working with Megan on both a county and system wide level. Megan is a kind, hard-working individual, adept in the English language. Lima could not ask for a better director. She has been an asset to the Livingston County Directors Association and is an asset to the Lima Public Library at this level and also for her work within the greater OWWL system. Directing a small library is an honor and privilege but is also hard work. Small libraries have a small staff and should not be compared to larger libraries with greater staff and resources in the services and resources they can provide. The staff is one of the greatest assets of a smaller library and needs strong leadership. The directors present feel Megan McLaughlin provides this. OWWL provides valuable guidance, but directors need the backing of their Board of Trustees. Megan is under considerable stress and the librarians present would ask us, the trustees, to provide that support.

Shirley asked if the staff would like to address the board. Michelle said she and Marsha are there to support Megan. She has done a good job. Megan has had to work with a

lot of people coming at her from different directions but has been meeting the challenges and keeping everything together. The current staff have been with the library for a long time and love working there. The positive work environment and Megan's management have been one of the reasons for the low employee turnover. However, about a year and three-quarters ago this began to change and became negative. Various people were questioning Megan's management style. The staff would ask that all people follow the rules.

Marsha said she agreed with Michelle. Megan has been doing a great job and has been unfairly singled out for not doing things the way other people want them done. This has a negative impact on staff as well as on Megan. The staff wants the Board to know they support Megan. The nonsense about her not doing things correctly should stop as this is the source of stress and negativity. Some staff members have stated they will leave if Megan does. We all need to be professional and work together. Megan is doing a fantastic job and the Board and Town of Lima need to recognize that.

Debby passed around a letter the Board received from OWWL Director Ron Kirsop expressing his appreciation for the work and dedication of Director Megan McLaughlan. He noted "she has been an incredible asset to our library community. Her voice on the OWWLDAC Executive Committee and the Director's Advisory Council Meetings have been incredibly valuable... Your library has a fabulous Director."

**Friends Report:** Barb Brenner began her report by thanking Jon, Cathy and Debby for their help with the Friends booth at the October Pumpkin Festival. The Friends are wrapping up their second half of this year's schedule with a book tasting; the Christmas program – December 8 at 7:00 p.m. with the BCW Trio - all are invited to attend; and game nights in November and December. They are planning the first quarter of 2024 with a continuation of game night and a children's and an adult program: genealogy and origami. The Friends will be providing \$400.00 to the library for a children's area sensory section and supplies.

**Storytime:** Megan reported Betsy, a staff member, started fall story-time twice a week and has decided she has taken on too much. She will be eliminating the Thursday program at the end of November as attendance has fallen off since the start of the program. Saturday mornings have much better attendance. Santa will visit the library on December 23<sup>rd</sup>.

#### **OLD BUSINESS:**

**Long Range Plan (LRP):** Cathy suggested we review comments made by OWWL Director Ron Kirsop relating to the library's survey results as we presented them to him. Cathy suggested we have a vision of how these goals may be achieved, how to obtain necessary resources and have a timeline and way to measure progress. We should see what specifically did or did not work and move forward. Evaluating a program may show the library a way forward rather than giving up on a specific program. She suggested there might be other opportunities to serve the community if one program does not work after other avenues have been explored. The library should continue to look for those opportunities.

- Programming: the suggestion was to remove Female and Male from the Adult listing of programs needed to meet community needs. Our survey findings

indicated men would appreciate programs geared towards them or perhaps more neutral offerings. Megan suggested more programming like the joint Library- Historical Society ones. While Male and Female could be eliminated, the idea can be kept in mind for future programming.

- Program Actions: remove the number of weekly story hours to allow evaluation at six month intervals to determine what works and is needed.
- Comments regarding Friends Group and Library interaction: Rather than use Ron's suggestions for clearer clarity of separation between the Library and the Friends, the Board felt the MOU with the Friends group could address this section. Shirley noted a committee of Friends, staff and a trustee creating a joint programming schedule would allow for timely advertising and event participation and should be left in. She agreed this could be accomplished with the MOU.

Cathy would like this section left in as the Friends group provide a current funding source and many programs, as such they are integral to library programming. They would like to turn over many of the programs to library staff and would help with the transition phase. Ron suggested the library should give the Friends Group clear direction on their fund raising efforts.

- Collection: The survey showed that books are still a very important component. Megan noted in the collection action items, the first statement to continue analyzing and updating two areas of the book collection annually is not really needed. She and the staff update sections continuously on a rotating basis. Cathy asked Megan if one collection goal might be to include more religious fiction as Friends were often asked at the Farmer's Market for such books. Megan responded she does have a spirituality section and would look at available religious fiction. The library does have some titles in this category.
- Technology: Ron stated: "Technology should be in more generic terms such as Evaluating additional technology serviced for our community. Internal plans can have specific items as they are identified." Cathy would like to see #5. "Continue to work with the local schools to provide needed books, technology or programming that enhances their work" left in.
- Community Outreach: Ron's suggestion is to remove specific groups from this section. This allows the library more latitude to approach other groups where shared services might benefit the community. The library may find there is no opportunity with the group and the library for shared community service and therefore no avenue to move forward with a specific group.
- Sustainability: Megan noted she is currently working on this and will have more to report at our next meeting. The Town suggested the library look for possible additional funding sources, by adding donations and endowment information to the webpage, etc. Megan spoke with Ron Kirsop regarding the suggestion and was told the library cannot legally do so.
- Buildings: The LRP lists hiring an engineering or architectural firm to reimagine the layout for the library. This would provide data on updating the building to address concerns raised by the survey including the outdated look of the

building, lack of quiet space, and a lack of innovative children's space. The building maintenance portion should include repair/replacement schedule for all the systems – HVAC, electrical, ADA compliance, plumbing and flooring. Shirley said carpet replacement has been discussed and there is a need to do this. She would like this item left in. Cathy suggested the Board work with the town on this section. They would have information on applying our resources to the best advantage. Most actions require funding and the reserve funds could be used. Megan said the only funds not already allocated are those received from Livingston County. Reserves can be moved as needed. Some funds will need to be reallocated at the December or January meeting.

Cathy concluded that a clear mission statement also includes objectives, evaluation, a clear timeline, and resources available to achieve the goals. This was the framework given to the library by OWWL. The Trustees should be ready to finish the LRP at the December meeting. Megan had spoken with Ron Kirsop and he would rather we took a little extra time than turn in an LRP if we feel the need.

The vision and mission statements are done and were agreed to at the October Special Long Range Planning Meeting. Chair Shirley Caccamise said the LRP can be polished off and finished at our December meeting. She asked the trustees to give any further thoughts to Megan. Megan will get them to Ron Kirsop, OWWL Director, for his comments and approval.

#### NEW BUSINESS:

Director McLaughlin presented the 2024 data sheets for meeting dates, library closings and hours, and voucher signing dates. Debby Lund moved to approve the data sheets with a second from Shirley Caccamise. All were in favor.

Shirley asked if Megan would try having the library open Saturdays all year round. Megan said that was the plan. Jean will do the Saturday hours from October to May and Sam has agreed to work the summer hours.

Cathy Van Horne moved to close the meeting at 7:27 p.m. Jon Grasso seconded the motion. All were in favor and the meeting closed.

Respectfully submitted,  
Debby Lund

THE NEXT MEETING WILL BE Wednesday, December 20, 2023 AT 6:30 p.m.