

OFFICIAL

**LIMA PUBLIC LIBRARY BOARD MEETING**

December 20, 2023; 6:30 p.m.

Approved: 01-17-2024

**PRESENT:**     **Trustees:** Chair Shirley Caccamise, Cathy Van Horne, Teri Kruk -arrived 6:40 p.m., Debby Lund, Jon Grasso  
**Library Manager:** Megan McLaughlin  
**Friends Group:** Barb Brenner  
**Town Board:** Leta Button  
**Other:** none

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

VOUCHERS: The November 15, 2023 vouchers #139-148 were reviewed and accepted.

MINUTES: The November 15,2023 minutes were reviewed. Jon Grasso moved to accept the minutes as presented with a second from Cathy Van Horne. All were in favor.

**FRIENDS OF THE LIBRARY REPORT:**

Barb Brenner reported the book tasting went well. The Holiday Christmas concert had thirty-five attendees. Thirteen people attended game night, it will no longer be scheduled by the Friends. Arjay Romanowski will wait to be contacted by the Library Director about continuing game night. The Friends sent a letter to the library letting them know they will be fundraising next year and will work on greater community awareness. The Friends care about the library and would like to help in any way the library has needed.

**OLD BUSINESS:**

Long Range Plan (LRP):

Chair Shirley Caccamise asked the Board to review the draft LRP. Did anyone have suggestions or changes? She noted the mission statement and vision statement had been reviewed at the November meeting. As no one suggested any changes, they will be approved in January with corrections as made to the final draft. Megan will forward the Board a final copy with the corrections made.

There are five sections for review: Programming, Collection, Community Outreach, Sustainability, and Building. The Board went through the draft plan.

Changes to the draft:

- Programming: change quarterly to monthly for program review; add evaluation of programs to 2026 and change quarterly programs to monthly in 2025 and 2026. Remove Partner with local artists... from 2026.
- Collection: Add continue to work with local schools ... and technology to 2025 and 2026. Evaluate this need each year and adjust as needed.

- Community: Add 2025 actions to all columns
- Sustainability: Change second 2024 action to “Research various means for tabulating library use”. Add this statement to 2025 and 2026 columns. Add “provide a financial plan to the town” to 2025 column.
- Building: Change 2024’s 1<sup>st</sup> action to “Engage with the Town to initiate an engineering study to reimagine library layout and provide data for potential capital campaign objective.” Add “paint and update as needed in Scutt Room addition” and “evaluate budget impact of building maintenance” for 2025 and 2026. In 2025 column, add 2024 objective to “Engage with Town... capital campaign objective”; add “Repairs as needed and identified in maintenance plan” and Evaluate budget impact of building maintenance” for 2026. The 2026 column gains two actions – “implementation of previous year’s findings” and “Evaluate budget impact of building maintenance for potential project in next long range plan”.

Megan will send the Board a clean copy for final review and approval at the January 17, 2024 meeting.

Shirley asked Town Liaison Leta Button how the Town viewed their role with the library. She answered they looked at lighting and items like that rather than an active role in how the library maintains the building. Cathy noted the Town DPW has been very good in general; however, the Board and library staff need to be more proactive in noting items that need attention. The chain link fence was overgrown with foliage and the Town superintendent was very responsive once made aware of the issue.

Teri suggested the Board implement findings from 2024 and 2025 into the 2026 budget and the Board plan and evaluate the impact of various actions each year. Cathy asked Leta if the Town has an engineering architectural firm and Leta said yes. Cathy suggested the Board ask Supervisor Mike Falk to have the firm do an architectural engineering study of the library.

Cathy Van Horne moved to approve the changes made to the LRP at this meeting. Teri Kruk seconded the motion. All were in favor. Director McLaughlin said she would update the draft used for the meeting and send Board members a finalized copy.

#### Memorandum of Understanding (MOU):

Teri Kruk noted she had sent out the first draft of the MOU between the Library, Library Board and the Friends of the Library. She said the first two MOUs she researched and gave the Board for review showed Avon and Naples obviously had an issue over money between the groups. Our library does not, therefore she did more researched and drafted the proposed MOU for the Board’s review. This should be considered a beginning point for discussion and not the final MOU. The Board needs to come to a consensus before sitting down with the director and the Friends group. It is a working document and can be revised and revisited when appropriate. Shirley said the trustees could review the draft and discuss it at the January meeting.

NEW BUSINESS:

End of Year Budget:

Director Megan McLaughlin presented Budget modifications for approval.

**LIBRARY FUND**

*Transfer From:*

L7410.45 Utilities \$ 2,700.00  
L7410.469 Building Services \$ 2,400.00  
L2401N NYClass Interest \$ 1,240.00  
Unexpended Balance \$ 10,422.00  
\$ 16,762.00

*Transfer To:*

L7410.143 Library Other Staff \$ 2,000.00  
L7410.2 Equipment \$ 108.00  
L7410.410 Books \$ 5,413.00  
L7410.414 Down Loadable Audio Books \$ 509.00  
L7410.415 eBooks \$ 509.00  
L7410.429 Programs Supplies \$ 4,302.00  
L7410.43 Office/Libra. Supplies \$ 1,207.00  
L7410.431 Telephone Expense \$ 921.00  
L7410.433 Postage/Freight \$ 9.00  
L7410.434 Publicity/Printing \$ 482.00  
L7410.435 Travel \$ 47.00  
L7410.451 Custodial Supplies \$ 232.00  
L7410.452 Building Supplies \$ 49.00  
L7410.900 Other Misc. \$ 57.00  
L9060.8 Hospital/Medical \$ 917.00  
\$ 16,762.00

Cathy Van Horne moved to approve the budget modifications as presented with a second from Debby Lund. All were in favor and the motion passed.

Cathy suggested the Board move some unexpended balances into reserve funds. The Board should look at the reserve funds as we cannot leave too much in them. Megan noted there is about \$12, 500 that Livingston County sends as support under grants in the budget.

Trustee Terms of Service:

Shirley said the Board must appoint a replacement for Cathy’s remaining term and Debby Lund will finish out Sandi Shusda’s unfinished term on December 31, 2023. Shirley said Leta Button has applied to fill in the remainder of Cathy’s term & asked if Debby would like to remain on the Board and serve as her own first term. Debby said yes. Cathy Van Horne moved to appoint Leta Button for the remainder of Cathy’s term and Debby Lund for a five- year term as Trustee beginning January 1, 2024. Jon Grasso seconded the motion. All were in favor. The names will be sent to the Town Board for approval. Shirley reminded Leta and Debby they will need to sign the Oath of Office upon the Town Board’s approval.

Director Megan McLaughlin's Resignation:

Megan has turned in her resignation letter and her last day will be January 18, 2024. She expressed her regret and noted how the library has always been her happy place and how many wonderful people she has meant in the community while serving as Director.

Cathy Van Horne spoke for the Board and thanked Megan for her service to the library and the community at large.

Chair Shirley Caccamise thanked Cathy on the Board's behalf for her years of service. She presented a quilt to Cathy from the Board as a parting gift and wished her well.

Everyone joined in with best wishes to Cathy and Megan.

Debby had contacted the Livingston County Civil Service Board regarding Megan's resignation and the need to find a new Director. This is a civil service position and she thought it would be helpful for the Board to know the Civil Service Board's requirements. She passed out an email listing these received from the personnel department. She asked if the Board was ok with her speaking with Shari Nichols in the personnel department before writing and sending a draft advertisement for the position to the trustees for approval. It was agreed that would be fine. Sheri told her the Board would need to work with the Town Clerk as the Town owns the building and handles some of our funds through their office. Shirley noted the library uses the Sentinel as our primary newspaper and the ad could be placed in the Penny Saver as well. Debby said Shari had told her we should also place the ad on the library's website. The Board will move forward with finding a new director as quickly as possible.

With no further business to discuss, Teri Kruk moved to close the meeting at 7:50 pm. Jon Grasso seconded the motion, and all were in favor.

Respectively submitted,  
Debra Lund

THE NEXT MEETING WILL BE January 17, 2024, AT 6:30 p.m.