

OFFICIAL

LIMA PUBLIC LIBRARY BOARD MEETING

January 17, 2024

Unapproved

PRESENT: **Trustees:** Chair Shirley Caccamise, Teri Kruk, Debby Lund,
Jon Grasso, Leta Button - absent
 Library Manager: Megan McLaughlin - absent
 Friends Group: Barb Brenner, President
 Town Board: Kenneth Blodgett, Town Board liaison - absent
 Other: none

The meeting was called to order at 6:30 p.m. by Chairperson Shirley Caccamise. Shirley asked if the Board would be willing to change our meeting night as the third Wednesday of the month is not working for Leta. She has a scheduling conflict. Everyone agreed it would not be a problem and we will optional nights at our next meeting.

VOUCHERS: The December 2023 vouchers # 149-158 were reviewed and accepted as presented.

MINUTES: The December 20, 2023, minutes were reviewed. Teri Kruk moved to accept the minutes as amended with a second from Jon Grasso. All were in favor.

FRIENDS OF THE LIBRARY REPORT:

Barb Brenner reported the Friends will focus on fund raising in the coming year. They have the annual book sale planned and have purged a lot of the older books from the book barns. The group is considering a donation drive. They are researching how other libraries have done this. The thought is to advertise it on-line and on Facebook. She has noticed that people list books they would like to give away on Facebook. Another thought is to open the book barns during mild weather and let people buy them on a regular basis as well as the book sale.

She noted the Friends do not have a focus yet from the library for this year's fund raising. The group will check with other library Friends groups in the county to see how many are active and how they raise funds.

The library still subscribes to "Author Talks." They are available by registering on-line. Once registered, one can access past talks as well as see a listing of upcoming ones. Eric and Ginny Barker are working on contacting Pine Hurst in Honeoye Falls and the Lima Golden Agers with information about the talks. Eric has developed a "cheat sheet" to help people navigate the "Talks". It will be a great resource and will be available at the library as well. The system tracks those registered and this should also be a resource in the future.

Barb asked if the trustees were o.k. with the Friends promoting the "Author Talks" on Facebook. The Board responded favorably.

The Friends have donated \$400.00 to the library for a Keurig machine and supplies, and for a sensory wall for the children's room. They are wondering if the equipment had been ordered and purchased.

OLD BUSINESS:

Memorandum of Understanding (MOU):

Teri Kruk said the draft MOU she had presented to the Board was a starting point for discussion. She had reviewed several other libraries' MOUs in compiling the draft. Avon and Naples were looked at but did not apply to us as they dealt with financial issues that our library does not have. The MOU should lay out and clearly articulate what the parties involved want and expect from each other. It is not a contract but a document to help guide the library, the board, and the Friends group in a working relationship. As such, it can be changed as needed going forward. Teri suggested a yearly review would be useful.

Teri led the Board and Barb through the proposed draft. Discussion of changes occurred. Teri will provide a clean copy for the Board. Once the Board has approved the document, it will be presented to the Friends and Library Manager for their concerns and questions. Review of the clean copy of the MOU will be looked at during the March 20, 2024 regular meeting.

NEW BUSINESS:

Long Range Plan (LRP):

Shirley Caccamise noted the next order of business was approving the Long Range Plan, Mission, and Vision Statements. (Please see the attachment.) Teri Kruk moved to approve the finalized copy of the Long Range Plan and Mission and Vision Statements as presented. Debby Lund seconded the motion. All were in favor.

Solar Eclipse:

Manager Megan McLaughlin could not be present at this meeting. She asked Debby to present her request that the library be closed for the April 8, 2024, Solar Eclipse. After discussion, the Board denied the request. The feeling was the library property would provide a good viewing area and the library should be open for use of facilities. A suggestion was made for the library manager to consider holding a special event program to go with the eclipse.

Library Manager:

Chair Shirley Caccamise said Megan has agreed to extend her time as Library Manager as we seek a new hire to take over. Teri Kruk moved to extend Megan McLaughlin's position as library manager as the Library Board of Trustees seeks her replacement. Jon Grasso seconded the motion. All were in favor.

Discussion followed as to the salary to be offered for Megan's current position. Teri Kruk moved to list the ad for the position of Library Manager at \$42,562.00. Jon Grasso seconded the motion. All were in favor. She suggested the ad be listed as soon as possible.

The Board agreed to hold a special meeting on February 7, 2024, at 6:30 p.m. This will be a closed executive session to discuss the particulars of the library manager's position regarding job description, duties, and any other issues regarding the new hire.

Appointment of Officers:

Shirley Caccamise said she will have served as a trustee for twenty years and that is the maximum length of office a trustee may hold. She will retire from the board at the end of the 2024 year. She has been president as long as is allowed in the by-laws.

Shirley moved to nominate and appoint Debby Lund as president. Teri Kruk seconded the motion. All were in favor.

Shirley moved to nominated and appoint Jon Grasso as vice president. Teri Kruk seconded the motion. All were in favor.

Shirley moved to nominate and appoint Teri Kruk as secretary. Debby Lund seconded the motion. All were in favor.

Shirley Caccamise moved to adjourn the meeting at 8:00 p.m. Teri Kruk seconded the motion. All were in favor.

Respectfully submitted,
Debby Lund

THE NEXT REGULAR MEETING WILL BE MARCH 20,2024 AT TIME 6:30 p.m.



1872 GENESEE STREET
PO BOX 58A
LIMA, NY 14485
585-582 1311
lima.owwl.org

Lima Public Library
Long Range Plan
2024 – 2025 -2026

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 community in an atmosphere that is welcoming to all. The Lima Public Library is dedicated to the right of public access to information and literacy for all.

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

After a year-long study, including community surveys, the focus areas and goals for the Lima Public Library for the next 3 years will be:

Programming:

Provide the community with programs that meets its interests and needs

Collection:

Provide the community with materials that serves its interests and needs

Community Outreach:

Establish and strengthen community partnership

Sustainability:

Continue to provide appropriate funding for the ongoing operations of the Lima Public Library as well as considering the role of the library in the community for the future

Building:

Maintain safe and accessible spaces in the Lima Public Library while considering a need for a multi-functional space

Programming:

2024 Actions	2025 Actions	2026 Actions
<ul style="list-style-type: none"> • Evaluate Story Time twice a year to determine strategies for increasing participation • Plan monthly programs for children, teen/tween and general adult programs 	<ul style="list-style-type: none"> • Budget for equipment that can be utilized at outdoor events • Evaluate which programs from 2024 were well-attended and determine if there were gaps or pivots that need to be made • Plan monthly programs for children, teen/tween and general adult programs 	<ul style="list-style-type: none"> • Plan monthly programs for children, teen/tween and general adult programs • Evaluate which programs from 2025 were well-attended and determine if there were gaps or pivots that need to be made

Collection:

2024 Actions	2025 Actions	2026 Actions
<ul style="list-style-type: none">• Plan for technology purchases• Continue to work with local schools to provide needed books, technology, and/or program that enhances their work	<ul style="list-style-type: none">• Evaluate need for additional technology• Evaluate usage for mobile hotspots• Continue to work with local schools to provide needed books, technology, and/or program that enhances their work	<ul style="list-style-type: none">• Continue to work with local schools to provide needed books, technology, and/or program that enhances their work• Evaluate need for additional technology

Community:

2024 Actions	2025 Actions	2026 Actions
<ul style="list-style-type: none"> • Plan for presence at Lima Eclipse festival • Plan for presence at Crossroads Festival • Reach out to local groups with a letter of introduction for the purpose of building one community partner each year • Determine if library presence at local group and/or committee meetings is appropriate 	<ul style="list-style-type: none"> • Reach out to local groups with a letter of introduction for the purpose of building one community partner each year • Determine if library presence at local group and/or committee meetings is appropriate 	<ul style="list-style-type: none"> • Partner with local artists and/or creatives to initiate clubs or program • Reach out to local groups with a letter of introduction for the purpose of building one community partner each year • Determine if library presence at local group and/or committee meetings is appropriate

Sustainability:

2024 Actions	2025 Actions	2026 Actions
<ul style="list-style-type: none">• Present annual report to Town/Village Board• Research various means for tabulating library use	<ul style="list-style-type: none">• Present annual report to Town/Village• Research community-based funding• Research various means for tabulating library use• Provide a financial plan to Town	<ul style="list-style-type: none">• Present annual report to Town/Village• Provide a financial plan to Town• Research various means for tabulating library use

Building:

2024 Actions	2025 Actions	2026 Actions
<ul style="list-style-type: none"> • Engage with the Town to initiate an engineering study to reimagine library layout and provide data for potential capital campaign objectives • Paint and update as needed in Scutt Room addition • Evaluate budget impact of building maintenance for 2025 and 2026 	<ul style="list-style-type: none"> • Create a building maintenance plan which would include a maintenance and repair/replacement schedule for all systems (HVAC, electrical, security, ADA compliance, plumbing) • Engage with the Town to initiate an engineering study to reimagine library layout and provide data for potential capital campaign objectives • Repairs as needed and identified in maintenance plan • Evaluate budget impact of building maintenance for 2026 	<ul style="list-style-type: none"> • Implementation of previous year's findings • Evaluate budget impact of building maintenance for potential projects in next long range plan