

OFFICIAL

LIMA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

--May 8, 2024

Approved Minutes

PRESENT: Trustees: Debby Lund, Leta Button, Shirley Caccamise, Teri Kruk
Library Manager: Megan McLaughlin
Friends Group: Eric Baker, Ginny Baker
Town Board: None
Other: Mary Jo Fish

ABSENT: Jon Grasso

Meeting called to order at 6:25 p.m. by President Debby Lund.

Vouchers 31-42 approved.

Meeting minutes the March 13, 2024 meeting reviewed. Leta Button moved to approve; Shirley Caccamise seconded motion. All in favor 4, none opposed.

Meeting minutes of the Special Session meeting dated April 10, 2024 reviewed. Leta Button moved to approve; Shirley Caccamise seconded motion. All in favor 4, none opposed.

Meeting minutes of the Working Session meeting dated April 24, 2024 reviewed. Leta Button moved to approve; Shirley Caccamise seconded motion. All in favor 4, none opposed.

2024-25 Budget Reviewed. Shirley Caccamise moved to approve the budget as presented. Leta Button seconded motion. All in favor 4, none opposed.

Director's Report: (1) Megan advised the Board that as it reviews overall Personnel Policy in the coming the months that current part-time staff receive one (1) week of sick and vacation time. (2) Megan expressed the thanks of herself and the Library staff for the gift given by the Friends of the Library for the Staff Appreciation event.

The Board recognized and thanked Megan for her years of service to the Library, its staff, and the patrons of the Library. The Board presented Megan with a parting gift in recognition of her dedication.

Friends Report: Eric and Ginny Baker reported that the book sorting took place earlier in the month. The book sale will take place during Crossroads Day. Decision was made to raise the per bag (grocery-sized) from \$3 to \$5.

The Friends group is in the process of deciding if it will have a table at the Lima Farmer's Market this year.

Regarding the Author talks, Eric wondered if there is a mechanism to monitor after-the-fact viewing of the talk. Eric is going to be meeting with the Golden Agers club to encourage viewing of the talks.

The Friends agreed to host a welcome event for the Library's new manager. Date to be determined.

Following the Friends report, Mary Jo Fish was given permission to address the Board.

Memorandum of Understanding Between Lima Public Library and Friends Group: The Memorandum of Understanding (MOU) previously reviewed and approved by the Board has now been formally approved and signed by the Friends Board president Barb Brenner. A copy of the final MOU will be appended to these minutes.

New Library Manager: Debby Lund reported that the Town Board approved the new Library Manager Leslie Reyman. Leslie's start date is May 29, 2024.

Fence: The Town is looking into the situation with the chain-link fence on the south side of the building. It sustained some damage when a nearby ash tree came down.

Staff and Personnel: Jean O'Connor, who worked on Saturday mornings, tendered her resignation.

Board agreed to post for two (2) Library Aide positions one of which will be specifically tailored to handling storytime and both of which will reference the possibility of working on Saturdays.

Next Meeting: June 5, 2024 at 6:30 p.m.

At 7:35 p.m., motion to close meeting made by Teri Kruk, seconded by Shirley Caccamise. All in favor 4, none opposed.

Memorandum of Understanding between The Town of Lima Public Library and The Friends of the Lima Public Library

The following will constitute a memorandum of understanding agreement between the Friends of the Lima Public Library (Friends) and the Town of Lima Public Library (Library). It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Lima Library Board of Trustees.

The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a non-profit, 501(c)(3) organization, however, it is a legally distinct entity and is not a part of the Library.

The **Library agrees** to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the library.

The **Library agrees** to share with the Friends the Library's strategic initiatives at the beginning of each calendar fiscal year and discuss with Friends how their resources and support might help to forward these initiatives.

The **Library agrees** to supply the Friends with a "wish list" each year that indicates the anticipated short-term needs for Friends' support, not limited to financial support.

The **Parties agree** to work closely in coordinating and scheduling events and programs and agree to be open to suggestions from one another; the **Parties agree** that the Library Manager has the final say regarding use of the Library's facilities.

The **Library agrees** to provide the Friends with staff and office support to assist the Friends group with development of promotional materials and the conduct of meetings that support the overall mission of the Library.

The **Library agrees** to provide public space for Friends' membership brochures and promotional materials.

The **Library agrees** to provide the Friends with space in the Library for book storage and sorting, book sales, and office needs.

The **Friends agree** to publicly support the Library and its policies.

The **Friends agree** to include a representative from the Library as a non-voting presence at the Friends' meetings and to allow room on the agenda for a Library report.

The **Library agrees** to have a representative attend the Friends meetings at a minimum of three times per year.

The **Friends agree** that any and all monies raised will be spent exclusively for library programs, services, and other Library-defined needs, unless otherwise agreed to by both the Friends and the Library.

The **Parties agree** that money received by the Friends is to be used to support the Library, and that those funds should supplement and not supplant public funding.

The **Friends agree** that the Library administration has the final say in accepting or declining any and all gifts made to the Library.

The **Parties agree** that the Friends may engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library's Board of Trustees.

The **Friends agree** that if they cease to actively fundraise and promote the Library, they will disband allowing for a new Friends group to be established in the future.

It is also agreed that designated representatives of the Friends, the Library Board of Trustees, and the Manager of the Library shall meet regularly, but no less than twice per calendar year, to discuss matters of mutual interest and concern.

Dated: _____

Debra Lund
President, Board of Trustees
Lima Public Library

Barb Brenner
President,