

OFFICIAL

LIMA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

--November 5, 2025--

Unapproved

PRESENT: Trustees: Debby Lund, chair; Jon Grasso, Pradeep Jangbari, Teri Kruk
Absent: Leta Button
Library Manager: Leslie Reyman
Friends Group: Eric Baker
Town Board: Ron Blodgett
Other: None

The meeting was called to order by Chairperson Debby Lund at 6:30 p.m.

Minutes of the September 10, 2025 meeting were reviewed and minor corrections made. Motion to approve the minutes as corrected made by Teri Kruk, seconded by Jon Grasso; all in favor, none opposed.

Vouchers #109-123 for September were reviewed. Vouchers #124-130 for October were reviewed. Jon Grasso moved to approve vouchers, Teri Kruk seconded; all in favor, none opposed. Note: Prior to approval of the vouchers, manager Reyman informed the Board that the longstanding book provider, Baker & Taylor, was going out of business at the end of this year. Baker advised us of a credit, which was applied to the September and October bills from Baker. [LESLIE, LET'S CLARIFY THIS LATTER POINT FOR THE RECORD WITH SPECIFIC DOLLAR AMOUNTS—WE CAN DO AT THE DECEMBER MEETING, OR SEND ON TO ME AND I WILL ISSUE REVISED UNAPPROVED MINUTES] With the demise of Baker & Taylor, the Library will be working with the Ingram Content Group going forward, however, given the abrupt closure of Baker & Taylor there is a considerable scramble across all libraries to finalize relations with Ingram; manager Reyman has reached out to Ingram and is waiting to hear back from them.

Financial Report—Budget line adjustments to the September YTD budget report:

From L7410.412 (Video) \$2325.00 to:

L7410.429 (Program supplies) in amount of \$125.00
L7410.43 (office/library supplies) in amount of \$600.00
L7410.431 (telephone expense) in amount of \$1600.00

From L7410.439 (Equip repair/maintenance) \$4100.00 to:

L9060.8 (hospital & Medical (dental) ins, empl Benft in the amount of \$4100.00

From L878 (Facility Maintenance Reserve) \$337.00 to:

L7410.139 (equip repair/maint. Svc) in the amount of \$337.00

Teri Kruk moved to approve the budget line adjustments, Jon Grasso seconded; all in favor.

Proposed 2026 Budget

The Board discussed the status of the pending 2026 budget. The Town Board will be voting on the final Town budget on November 18, 2025.

- It was noted that there is confusion around the proposed library budget as the pending budget on the Town website contains a line for \$16,000 under Travel which would appear to be the line for Utilities. The year-over-year increase in that Utility line is due to the placement of four EV charging stations in the Library parking lot, which is scheduled to be completed before year's end.
- Additionally, the line item L7410.4 Library, Contr Expend was cut from the requested \$6864.00 to \$2000.00. **The Board explained to Town Council representative Blodgett that this particular line item must be restored to the requested amount of \$6864 as it is for ongoing contractual services from OWWL to provide shared library services across the four counties (Ontario, Wayne, Wyoming, Livingston) including interlibrary loan support, software updates, licensing, ebooks, free streaming services, access to over 1,000 periodicals, and free passes to museums throughout the region.**

Prior Years' Insurance Bills

The Board continued its discussion concerning the prior years' insurance bills. By way of background the Board summarized the situation: In late August of 2025, the Town communicated to the Library that over the course of seven (7) years [2018, 2019, 2020, 2021, 2022, 2023, 2024] it, the Town, failed to present the Library with a bill for the Library's pro rata share of the insurance premium paid by the Town. The Town advised the Library that it wanted the Library now to pay a total of \$27,712.40 for the years gone by. The Board of Trustees chair, Debby Lund, met with the Town Supervisor to discuss the matter and to express the Board of Trustees' concern with the Town's insistence that the Library pay 7 years' worth of bills that the Town had failed to present to the Library. The Town then told the Library that it could have a payment plan spread out over years.

The Library has paid the insurance amount for 2024 (\$4710.77) and will be paying the 2025 bill when it is presented to the Library before years' end.

After discussion, the Board asked Town Council member Blodgett if he would talk further with the Town Board to see if the Town Board would be willing to adopt a compromise position: the Library would pay the 2023 amount and half of the 2022 amount, and then both parties would consider the matter settled.

Friends' of the Library Report

The Friends group has been particularly active over the past two months.

September 27: Conducted Good Neighbor Day at the Library along with a book give away.
September 30: Table at the Lima Farmer's market promoting the Library
October 4: Participated in the Lima Pumpkin festival
October 18: Hosted an open house and Mad Hatter's Tea Party at the Library with New York State Representative Andrea Bailey in attendance
October 31: Participated in the Lima Halloween Trunk or Treat handing out books

Friends group bought three new office chairs, as well as planted ten variegated hostas (which, per Eric Baker, the deer loved!). Friends will look for some so-called deer resistant hostas next year!

On December 20th, the Friends will be hosting a Christmas holiday party with a special appearance from Santa (aka Steve Werner).

Manager's Report

Library manager Reyman presented comparative information and statistics for the Lima Library is comparison to other Livingston County libraries, as well as comparable municipalities across the OWWL (Ontario, Wayne, Wyoming, Livingston) system.

In terms of circulation data, per a previous request from Trustee Jangbari, manager Reyman reported that in October 1137 books were checked out and there were 852 e-book checkouts. Going forward manager Reyman will provide monthly and YTD circulation figures as part of her Board report.

One part-time staff employee has resigned due to family relocation; she will continue to work to just prior to Thanksgiving. The Board wishes the staff member the best of luck.

Resolutions & Policy Updates

The Board reviewed the resolutions presented in September and with some adjustments to wording, the Board will finalize at the December meeting. The matters are:

- Donation of Shelving
- Policy on Disposal of Surplus Items
- Policy on Donations & Gifts
- Minimum Standards Compliance

The Board also discussed the updating of the following policies and with some adjustments to wording, it will finalize at the December meeting. The policies include:

- Disaster Plan
- Conflict of Interest
- Scutt Room usage policy
- Purchasing policy and questions

EAP Training & Required Training for Employees and Trustees

The Board discussed the annual training requirements for both employees and trustees. The Library manager did not sign up for EAP training but will be utilizing other training opportunities for the staff. Manager Reyman will check into whether the Trustees can avail themselves of the training opportunities also.

Partnership with Lima Historical Society (LHS) and Programs

The Board discussed the value and importance of our ongoing relationship and partnership with the Lima Historical Society. The LHS and Library co-sponsor approximately three programs each year and share of the costs associated with the programs, which usually total about \$150-200 per presentation. The Friends of the Library group is going to consider helping to defray costs. The Board has encouraged the Historical Society to consider using the Library location for presentations and meetings.

Meeting Schedule for 2026

The Board discussed going to monthly meetings on a trial basis for the first six months of 2026. Teri Kruk made a motion to begin monthly meetings on a trial basis; Jon Grasso seconded. All in favor, none opposed,

The calendar for the monthly meetings will be finalized at the December meeting. The Board is considering moving its meetings to the last Wednesday of the month which would also streamline review and signing of vouchers.

Memorandum of Understanding

The Board discussed whether an MOU with the Town would be beneficial for both parties. The matter was tabled for further discussion.

EV Charging Stations

Trustee Pradeep Jangbari updated the Board as follows:

The Town approved a new design that includes five (5) conduits to the charging pedestals. Four of the conduits will support EV stations and the fifth conduit will be left empty for future parking lot lighting. The project is a “go”. We are waiting for Siemens to present a summary of rates being charged currently in the general area around Lima so we can determine what rate to charge. It will be greater than \$ 0.15/KW.

Livingston County Pass Through Grant

The grant was received from the County in the amount of \$13,125.

Library manager Reyman will be applying to the County to secure some portion of the \$5,000 competitive grant. The grant application will request money to patch/paint some areas in the staff office area.

Pradeep Jangbari moved to adjourn the meeting, Jon Grasso seconded. All in favor.

Meeting adjourned at 9:23 p.m.

Next meeting: December 10, 2025 at 6:30 p.m.

Submitted by Teri Kruk, Secretary, Board of Trustees