

LIMA PUBLIC LIBRARY BOARD MEETING  
January 20, 2021

**PRESENT: Trustees:** Shirley Caccamise, Cathy VanHorne, Chris Preston  
Sharon Neenan, Debbie Lund  
**Library Manager:** Megan McLaughlin  
**Friends Group:** Barb Brenner  
**Town Board:** Bruce Mayer

Meeting called to order by President Shirley Caccamise at 10:30 a.m.

**Minutes for December 16, 2020:** Motion made by Chris Preston, seconded by Cathy VanHorne to approve the minutes of December 16, 2020 as read. Motion carried.

**Vouchers:** Vouchers 116-119 were signed, approved and passed by the Library Board. Vouchers for January will be ready for signatures on Wednesday, 1/27; Thursday, 1/28; and Friday, 1/29.

**Friends of the Library:** Report given by Barb Brenner

- Barb reported that the Friends Group meets, by way of Zoom, the second Tuesday of each month at 6:30 p.m.
- The group is working on: member recruitment, programs, and Staff Appreciation Day.
- Cathy VanHorne reported the group will not be doing a membership drive this year due to the Pandemic. At the end of 2021 they will start the drive for the year 2022.
- Chris has sent a note to Gigi about format for the Friends Group newsletter. She is still waiting for an answer.

**OLD BUSINESS:**

Megan reported that there is no change to our hours of service due to COVID currently. There is no new guidance on operations under micro-cluster restrictions. Our area has been "colorless" and is still, as of January 5, 2021. They are continuing to monitor the situation.

Megan said they are receiving 3 PLS deliveries a week instead of 2. Megan quarantines the books for 3 days before replacing them back on the shelves.

PLS informed Megan that we do not need a Records Retention clerk. Also a fireproof box is suggested, but not required. Chris Preston suggested that we purchase a firebox.

## **January 16, 2021 - (Cont)**

Megan suggested that we use the "Cloud" for all our records. Also, PLS already backs up all our computers. After much discussion took place, it was decided to table the matter for this year and see what the demand is for these reports.

Cathay VanHorne asked Megan if the final financial report for the year 2020 had been received yet. She reported that she had not.

### **NEW BUSINESS:**

The state has extended the deadline for the Annual Report 2020 from March 1 to April 1.

Bruce Mayer suggested a puzzle exchange. Patrons could drop them off in the book drop or if they want, come in and exchange for another one. Everyone agreed that it would be a great idea. Megan would keep track of the puzzles.

Bruce also asked if it would be possible to have a Zoom Kids Program on Wednesdays when we used to hold Story Hour. Maybe once a month with a theme. Megan said she would talk with Michelle and hopefully start something in March.

### **MOTION**

Motion made by Cathy VanHorne, seconded by Debbie Lund to keep the same slate of officers for the year 2022: President - Shirley Caccamise, Vice President - Chris Preston and Secretary - Sharon Neenan. Motion voted on and carried.

Bruce Mayer reported that he will be our Town Board Liaison to the Library for this year.

Bruce Mayer also asked if the library could stay open until 6:00 p.m. for people who work, could still come and pick up books. Megan said that if a patron has a problem about picking up their order, they make arrangements according to their schedules.

Motion to adjourn at 11:57 a.m.

**Next Meeting: Wednesday, March 17, 2021 at 10:30 a.m. - This will be a Zoom meeting**

LIMA PUBLIC LIBRARY BOARD MEETING  
March 17, 2021

**PRESENT:**   **Trustees:** Shirley Caccamise, Cathy VanHorne, Sharon Neenan  
                  **Absent:** Debbie Lund, Chris Preston  
                  **Library Manager:** Megan McLaughlin  
                  **Friends Group:** Barb Brenner  
                  **Town Board:** Bruce Mayer

Shirley opened the meeting at 10:30 am. She welcomed everyone and wished them a Happy St. Patrick's Day.

**Minutes for January 20, 2021:** Motion made by Cathy VanHorne, seconded by Sharon Neenan to approve the minutes of January 20th as read. Motion carried.

**Vouchers:** Vouchers 1-11 for January and 12-21 for February were signed, approved and passed by the Library Board.

**Friends of the Library:** Barb Brenner gave the following report for the Friends Group.

-The Friends Group will host a Staff Appreciation Day, April 6th at 1:00 pm for the Library Staff.

-Installation of the Free Little Library. It will be located at the Lima Town Hall and will have a plaque acknowledging the Friends Group as the maintainer of the library.

-May 22nd at 10:00 am has been scheduled as Spring Clean-up Day at the library. Everyone is welcomed to come and help. Need to contact Ben Luft for load of mulch

-The Friends Group is starting to plan the Spring Book Sale. Donations will be accepted at the library.

-Updating their newsletter, website and means of communication:

\*They are carrying on the work of Gigi of having a Newsletter

\*They are working on updating the Friends website. They updated the link on the Town's Library website to correctly link to the Friends website

\*They are planning to use Facebook to get the word out about the Friends Group and the Lima Library

**OLD BUSINESS:**

-The old pergola: The siding was replaced where the old beam was exposed on the building. They did a wonderful job. Cathy suggested that we look into painting repairs to the windows.

-Megan reported that effective today, March 17th nonprofit public-facing personnel are eligible to receive the COVID vaccine. As the staff begins to be vaccinated, Megan will continue to evaluate services and hours of operation.

**NEW BUSINESS:**

-Megan reported that the puzzles have been a big success for adults and they are now going to add puzzles for the Children's Section. There are patrons who look forward to switching out their puzzles weekly. Megan said they quarantine incoming puzzles.

-Sharon questions that there were no figures for any of the Reserve Accounts on the Lima Public Library Sheets. Megan will check into this.

-Bruce encouraged Megan to start staying open until 6:30 pm Megan will look into this

-Cathy asked if Story Hour will be starting soon? Megan will check with Michelle.

-Question was asked if we were still going to Zoom in May or meet in person. We will have to see where we are, with the COVID, at that time

Motion to adjourn at 11:00 am.

**Next Meeting: Wednesday, May 19, 2021 at 10:30 am.**



## **OLD BUSINESS:**

-Megan reported that on May 17th the library extended its hours, removed the capacity limit and unlocked the doors. They will continue to limit computer use to 60 minutes per day and use only 2 stations for the time being. The library will continue to offer contactless pickup to our patrons who request it.

-The mask mandate has been removed, by Gov. Cuomo for vaccinated patrons. It is likely we will be unable to require people to wear masks. Megan has a supply of paper masks available for our patrons.

## **NEW BUSINESS:**

-Jane Radomski has submitted her letter of resignation to take a job at the Lima Village Office. Megan would like to recommend that Sam Hubbard take over Jane's position and go from part-time to full time. All Board members were in full agreement.

### **MOTION**

Motion made by Debbie Lund, seconded by Chris Preston to accept Jane Radomski's resignation and move Sam Hubbard from part-time to a full time position. Motion was voted on and carried.

-The Town Board has proposed putting 2 electric vehicle charging stations in the library parking lot. They also proposed that after an allotted time, the stations may become fund generators for the library. Much discussion followed.

### **MOTION**

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the town construction of two (2) EV Charging Stations in the Lima Library parking lot upon receipt of an agreement or memorandum of understanding from the Town outlining the following:

- 1) How the construction costs will be handled; 2) How the revenue and ongoing expenses from the station will be handled; 3) How upgrades to the station or dismantling of the stations will be handled; 4) Outlining any insurance impact for the library

Voted on and carried unanimously.

## **MOTION**

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the new hours of operation for the Lima Public Library as follows:

**Monday, 10:00 am - 12:00 noon, and 1:00 pm - 8:00 pm**

**Tuesday, 1:00 pm - 8:00 pm**

**Wednesday, 10:00 am - 12:00 noon, and 1:00 pm - 5:00 pm**

**Thursday, 1:00 pm - 8:00 pm**

**Friday, 1:00 pm - 5:00 pm**

**Saturdays 9:00 am - 12:00 noon ( Columbus Day-Memorial Day)**

Megan is hoping to possibly start up the Story Hour program, on Wednesdays, in the Fall.

Bruce thanked Megan for the increased hours for the library. All Board members were in agreement.

Megan handed out copies of the 2020 Annual Report for the library, to the Board members to review and approve.

## **MOTION**

Motion made by Cathy VanHorne, seconded by Chris Preston to approve the 2020 Annual Report for the Lima Public Library. Motion voted on and carried.

Much discussion followed regarding the Baldwin End-of-Year Report for the Lima Library. Megan and Cathy will meet with Supervisor Mike Falk to discuss the budget.

Megan will provide the Honeoye Falls Sentinel and the PennySaver information, on the new library hours, for publication.

Board recommended that a Thank You note be sent to Jane Radomski for all her wonderful years of service, including promoting the library.

Motion to adjourn at 11:30 am

**Next meeting: Wednesday, September 15, 2021 at 10:30 pm**



**MOTION**

Motion made by Debbie Lund, seconded by Cathy VanHorne to approve Policy Three regarding Employee Health Screening Policy. Motion voted on and carried.

Discussion was held regarding allergies.

**MOTION**

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve Policy Four regarding PPE Protective Equipment Policy. Motion voted on and carried.

Meg reported that the Friends Group is going to donate masks to the Library for patrons who enter the Library and don't have a mask or forgot their own mask. The Town also gave Meg a supply of masks donated by the County. June 29<sup>th</sup> is the start date for distribution of books to patrons who have either emailed or requested by phone.

**MOTION**

Motion made by Chris Preston, seconded by Cathy VanHorne to approve Policy Five regarding Working Remotely Policy. Motion voted on and carried.

Meg then reviewed the Plans/Procedures with the Board. No Board approval is required.

**MOTION**

Motion made by Debbie Lund and seconded by Cathy VanHorne to approve the Annual Report that goes to the State. Motion voted on and carried.

Motion made to adjourn at 11:55 a.m.

**Next meeting: Wednesday, July 15, 2020 at 10:30 am.**



### **OLD BUSINESS (CONT)**

-Megan reported that the community has responded positively to the new hours. She has seen an uptick in foot traffic in general and an appreciation for the new Monday morning hours.

-A suggestion was made to make a request to the Village Board for a new crosswalk to the Library on Genesee Street.

### **MOTION**

Motion made by Cathy VanHorne, seconded by Debbie Lund to have Library Board members go to the Village Board and request a crosswalk, to the Library, on Genesee Street. Motion carried.

### **NEW BUSINESS:**

\*The Summer Program, “**Tails and Tales**”, is in full swing. It began July 1 and will run until August 2. There are stations in the library and a game board to be completed. Currently there are 21 students and some adults registered. Participants have liked not being tied to programs or technology. The program is more geared toward using the library and family time together. Megan has received very positive feedback from the community.

\*The Board reviewed the proposed 2022 Budget that Megan presented to the Board.

### **MOTION**

Motion made by Chris Preston, seconded by Cathy VanHorne to accept the proposed Budget and present it to the Town Board for approval. Motion carried.

\*Megan reported that she has received the insurance check for the damage to the pergolo. Should we replace the pergola? Everyone should come with ideas to the September meeting.

### **NEW BUSINESS (CONT)**

\*Discussed either repairing and painting the windows or purchase new ones. Cathy will get estimates for both and bring to the next meeting. Debbie Lund will check with the CEO for drawings of the original library building.

\*The clock, in memory of Mrs. Wiggins, is not working. Paul Osbourn is fixing it.

\*Livingston County Downtown Coordinator sent a letter encouraging towns to participate in creating a large mural in each of the nine villages in the county. Lima is on board with the idea and a location at 1883 Rochester Street is proposed for this public mural. The committee would very much like the Lima Library to become involved. We would need to get in touch with Martha Sempowski or Fran Gotcsik.

Motion to adjourn at at 12:25 pm..

**Next Meeting: Wednesday, September 15, 2021 at 10:30 am.**

LIMA PUBLIC LIBRARY BOARD MEETING  
September 15, 2021

**PRESENT:**   **Trustees:** Shirley Caccamise, Chris Preston  
                  **Absent:** Debbie Lund, Cathay VanHorne, Sharon Neenan  
                  **Library Manager:** Megan McLaughlin  
                  **Friends Group:** Barb Brenner  
                  **Town Board:** Bruce Mayer

Due to the fact that there were not enough members to make a quorum, the meeting was cancelled and will be moved to November.

**Next Meeting: Wednesday, November 17, 2021 at 10:30 a.m.**

**UNOFFICIAL**

LIMA PUBLIC LIBRARY BOARD MEETING  
November 17, 2021

**PRESENT: Trustees:** Shirley Caccamise, Cathy VanHorne, Chris Preston  
Sharon Neenan, Debbie Lund  
**Library Manager:** Megan McLaughlin  
**Friends Group:** Barb Brenner  
**Town Board:** Bruce Mayer

Chairperson Shirley Caccamise opened the meeting at 10:30 a.m.

**July and September Minutes:** Minutes for July 21 had no corrections. Minutes for September 15: **Correct spelling of Cathay to Cathy.** Motion made by Cathy VanHorne, seconded by Chris Preston to approve the minutes of July and September as read and as corrected. Motion carried.

**Vouchers:** Voucher for 92-101 for September and 102-109 for October were reviewed, signed and passed by the Library Board.

Should we be auditing the Time Sheets? Megan reported that the Subs are now on the Payroll Sheets.

**Friends of the Library: Barb Brenner**

\*Barb thanked the Board for their lovely Thank You Note for all the work the Friends Group does for the Library..

\*Barb gave a report on the following items

- Membership
- Successful programs - Succulents, Game night, Food preservation
- Fall Clean-up will be Saturday, November 20th at 10:00 am.
- Christmas Concert - Friday, December 10th at 7:00 -8:30 pm. Anyone is welcome to bring a treat. Chris will put a notice in the area church bulletins about the concert.
- Many wonderful programs are planned for January, February and March
- April 3rd is Library Appreciation Day
- Possibly having a summer concert

\*Barb asked if other groups can use the Scutt Room. Megan read the policy regarding the use of the room, the fees and deposit for the key.

**OLD BUSINESS:**

-Discussion was held regarding the EV Charging Station location at the Library. The Board would prefer it to be in the back of the Library. Shirley asked Bruce about Historical Preservation. He will check on this matter.

**MOTION**

Motion made by Chris Preston, seconded by Cathy VanHorne to locate the EV Charging Station in the rear of the Library. The utilities are located back there as are the Book Sheds. This location would help maintain the Historical Preservation of the Library. Motion unanimously carried.

**MOTION**

Motion made by Cathy VanHorne, seconded by Debbie Lund to relocate the bike rack to allow for 2 Handicap Parking spaces across from the main door of the Library. Motion was carried.

Discussion was held regarding a crosswalk to go across the street to the parking lot in the plaza. Bruce will take the plans to the Town Board for approval.

Megan reported that we have received the final payment from NYS (\$7983.00) from the construction grant for the roof replacement. We will need to be invoiced by the Town to reimburse them for the rest of the roof costs that they covered.

Megan reported that Christine (from the Town's accounting firm) deposited the Insurance money for the damage to the Pergola. It was put into Building Services - 7410.469. We will need to move it into a Reserve account at the December meeting.

Discussion was held on the Mural, that is being funded by a Livingston County Grant, for each town to paint a mural telling the story of their town. Our mural will be going on the wall (in the pocket part) of Jonny B's business on the east side of Rochester Street. There will be a Celebration of County Murals the week of July 2-9, 2022.

**NEW BUSINESS:**

\*Megan reported that we have received generous memorial donations from friends of Joyce Rapp and Mary Tremmer. Many ideas were suggested to purchase in their memories. Everyone is asked to bring ideas to the next meeting. Megan will contact members of the families for suggestions too.

\*Megan presented Date Sheets for 2022 to the Board for review. They include: Library Board Trustees Meetings, vouchers signing, and closing dates for the Library.

### **MOTION**

Motion made by Debbie Lund, seconded by Chris Preston to approve all the Date Sheets for 2022. Motion carried.

\*Discussion was held regarding the requirements for our new board member, who will replace Chris Preston, who will be through with her term at the end of this year. We will hold interviews in December.

\*Megan reported that PLS is presenting a new program: "Books by Mail" for homebound patrons. Everyone agreed that this would be a great asset for libraries.

**Motion to adjourn at 12:10 pm.**

**Next Meeting: Wednesday, December 15, 2021 at 10:30 am.**

**OFFICIAL**

LIMA PUBLIC LIBRARY BOARD MEETING  
December 15, 2021

**PRESENT: Trustees:** Shirley Caccamise, Cathy VanHorne, Chris Preston  
Sharon Neenan, Debbie Lund

**Absent:** None

**Library Manager:** Megan McLaughlin

**Friends Group:** Barb Brenner

**Town Board:** Bruce Mayer

Meeting was called to order at 10:30 by Chairperson, Shirley Caccamise.

**MINUTES FOR NOVEMBER 17, 2021:** Motion made by Chris Preston, seconded by Debbie Lund to approve the minutes with the following correction: Label the minutes **Official** from Unofficial. Motion carried.

**VOUCHERS** 110 to 121, for November, were reviewed, signed and submitted.

**Friends of the Library: Reported by Barb Brenner**

- They held a very successful fall cleanup
- December Christmas concert was very successful with 27 patrons in attendance.
- The membership renewal program is now in process
- They now have "Friends" business cards. They will be putting them out at the Farmers' Market
- Barb handed out a copy of the events for the first quarter of 2022. They will be having: Food Preservation, kids events, and nutrition, just to mention a few.

**OLD BUSINESS:**

Governor Hochal has reinstated a mask requirement for all indoor public places beginning Monday, December 13, 2021. This includes all library staff and patrons (including children over the age of 2) regardless of vaccination status. Livingston County is not enforcing this rule. The Lima Library will be enforcing this rule and will have masks on hand to offer for patrons to use.

**NEW BUSINESS:**

Megan reported that Shirley Caccamise and Catherine VanHorne need to renew their Oath of Office. This will need to be sent to the Lima Town Board for their Organizational meeting in January 2022.

**MOTION**

Motion made by Debbie Lund, seconded by Chris Preston to approve the Oath of Office, taken by Shirley Caccamise and Catherine VanHorne and send on to the Lima Town Board for their Organizational Meeting in January 2022. Motion carried.

Megan said that we have a new policy, drafted by PLS, to review and approve. It is the First Amendment Audit Policy. It is in response to a rise in First Amendment Audits, nationwide and in the surrounding area. Our Patron Code of Conduct Policy adopted in 2017, will work in conjunction with this.

**MOTION**

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve and support the First Amendment Audit Policy that will work in conjunction with our Patron Code of Conduct Policy. Motion carried.

Megan, the Library Manager, will post "Employees Only" signs of the doors to the Library Office, for the 5th Amendment.

Discussion was held regarding what to purchase with the donation money received in Remembrance of Mary Tremer and Joyce Rapp. Tabled until next month.

Interviews for our new Trustee, to replace Chris Preston on her retirement from the Board, will be held on Saturday, December 18, 2021.

Bruce reported that the Town Board has not yet made a decision regarding the Charging Station.

**MOTION**

Motion made by Debbie Lund, seconded by Cathy VanHorne to approve the various account transfers for budget purposes at the end of the fiscal year. (see attached sheet - page 4) Motion carried.

**MOTION**

Motion made by Debbie Lund, seconded by Chris Preston to move the remaining insurance money, \$23,822, from the roof repair, transferred into Facility Maintenance Reserve. Motion carried.

Motion to adjourn at 11:15 am.

**Next Meeting: Wednesday, January 19, 2022**

**Accounts that are affected by the motion to transfer monies. (Page 3)**

**Lima Public Library**

1872 Genesee Street  
P.O. Box 58A  
Lima, New York 14485-0858  
(585) 582-1311 - P  
(585) 582-1701 - F

**The motion to approve amending the 2021 budget by**

**1. Directing \$23,822 from L7410.469 to Facility Maintenance Reserve making that  
Reserve Total: \$60,160.71**

**2. Directing from L1990.4 Contingency \$5126**

**L7410.2 Library Equipment \$150**

**L7410.1 Computer Services \$200**

**L7410.4 Library Contract \$292.36**

**L7410.413 Periodicals \$208.99**

**L7410.414 Downloadable Audiobooks \$500**

**L7410.415 Ebooks \$500**

**L7410.43 Office Supplies \$1079.18**

**L7410.435 Travel/Continuing Ed \$173.72**

**L7410.439 Equipment Repair/Maint \$1015.00**

**L7410.45 Utilities \$1177.83**

**L7410.451 Custodial Supplies \$3368.01**

**L7410.452 Building Supplies \$745.68**

**L7410.469 Building Services \$706.46**

**L7401.900 Other Misc. \$20.00 (Total: \$15,263.23)**

**to:**

**L7410.41 Books \$12,379.74**

**L7410.412 Videos \$886.36**

**L7410.429 Program Supplies \$323.25**

**L7410.431 Telephone Expense \$177.22**

**L7410.433 Postage/Freight \$3.00**

**L7410.434 Publicity/Printing \$46.16**

**L9010.8 Retirement \$1447.50 (Total: \$15,263.23)**

**was made on December 15, 202**