

OFFICIAL

LIMA PUBLIC LIBRARY BOARD MEETING
January 19, 2022

PRESENT: Trustees: Shirley Caccamise, Cathy VanHorne, Teri Kruk
Sharon Neenan, Debbie Lund
Library Manager: Megan McLaughlin
Friends Group: Barb Brenner, Chris Preston
Town Board: Supervisor Falk, Leta Button

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

MINUTES FOR DECEMBER 17, 2021: Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the minutes as written.

Chairperson, Shirley Caccamise, welcomed new Library Trustee Board member, Teri Kruk, and new Town Board Liaison, Leta Button.

VOUCHERS 122 to 133, for December, were reviewed, signed and submitted.

Friends of the Library: Reported by Barb Brenner

*Due to the passing of Bruce Mayer, Barb reported that Chris Preston will be the temporary treasurer. Ginny Baker will start as treasurer in March.

*Schedule for activities in February and March:

FEBRUARY -

Card Making
Crossroads Crafters - every Saturday
Marble Roller Coaster
Food Preservation
Olympics presented by a guest from China
History of South Lima

March -

Card Making
Food Nutrition - Pi Day (Making pie dough)
Game Day - Pie desserts

Chairperson, Shirley Caccamise, thanked Barb for a wonderful job!

OLD BUSINESS:

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the **Conflict of Interest Policy**. Motion was carried.

MOTION

Motion made by Debbie Lund, seconded by Cathy VanHorne to approve the **Rules of Conduct Policy**. Motion carried.

Megan reported that there is a new policy "Safe Child Policy" to comply with what is in our Current Patron Code of Conduct and needs to be reviewed and voted on.

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the **Safe Child Policy**. Motion carried.

Supervisor Falk had a question on Trustees' years of service for Shirley Caccamise, Sharon Neenan, and Chris Preston. Library Manager Megan McLaughlin will prepare library records, with service dates, and Chairperson Shirley, will meet with Supervisor Falk to review this information.

NEW BUSINESS:

*Library Manager Megan reported that on December 30, prior to opening, a staff member reported that she had a significant exposure to a COVID positive individual. At least 2 individuals were presenting symptoms. After Megan consulted with PLS and Livingston County Department of Health, it was determined the best course of action was to close the library. The library reopened on Monday, January 10th. At that time, staff members were in good health.

*Supervisor Falk said that our December 2021 budget was overdrawn by \$8743.75 in L7410.469 Building Services. (Megan said it is likely our check to cover the rest of roofing cost to the Town) Supervisor Falk advice was to take the amount from Facility Maintenance Reserve to cover the overdraw immediately.

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to direct \$8743.75 from Facility Maintenance Reserve to L7410.469 Building Services for the purpose of covering the overdrawn amount in the budget. Motion carried.

Library Policies: Librarian Manager Megan informed the Board that we have several policies that need to be renewed in 2022. We will review the following policies at the March meeting: Sexual Harassment, Credit Card, Whistle Blower, Purchasing Policy, and Personnel Policy. We will also review our Handbook and our Long Range Plan.

Front Window: Cathy VanHorne reported that she has talked with Rochester Colonial and there will be a meeting February 2nd. They will give us ideas of what we can do with the window in front of the library

Donation Money: The library will purchase shelves for the Reading Room with the gift money for Joyce Rapp. A decision has not been made yet on the gift money for Mary Tremer.

Engineer Report: Supervisor Falk reported that the Engineer reported that the peaks are cracked and will need to be repaired on the old structure - front and back.

Bike Racks: Discussion was held on moving the bike racks to make more room for handicap parking . We will need to go to the Zoning Board of Appeals for approval.

Supervisor Falk stated that he would like to see the Library become self-sufficient over the next 10-20 years. Teri Kruk will research how other libraries handle funding. Supervisor Falk suggested checking with The Strong Children Museum and Camp Good Days for info on their funding.

Megan stated that our library Charter, right now, is a Municipal Library. If we change to self-sufficient, we would need to change our Charter.

Motion to adjourn at 11:40 am.

Next Meeting: Wednesday, March 16, 2022 at 10:30 am.

OFFICIAL

LIMA PUBLIC LIBRARY BOARD MEETING
March 16, 2022

PRESENT: Trustees: Shirley Caccamise, Cathy VanHorne, Terri Kruk
Sharon Neenan, Debbie Lund
Library Manager: Megan McLaughlin
Friends Group: Barb Brenner, Chris Preston
Town Board: No one

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

MINUTES FOR January 19, 2022: Motion made by Terri Kruk, seconded by Cathy Vanhorne to approve the minutes as written.

VOUCHERS 1-

13 for January and 14-22 for February, were reviewed, signed and submitted.

Friends of the Library: Reported by Barb Brenner

*Barb reported that Staff Appreciation Day will be held on April 5, 2022 at 4:00 pm. Set up will take place at 3:30 pm. There are 9 staff members.

*The Friends Group have been sprucing up the Scutt Room. They have tightened up the tables and chairs, put up a new white board, and replaced some plugs.

*Barb reported that 4 new people have joined the Friends Group.

*Activities:

- Roller coaster marbles was a great success
- Canning presentation had 11 people present
- Fermentation presentation had 7 people attend
- Pi Day had 1 student and 5 adults
- Game night had 8 people present
- China Day was canceled

***New Programs/Activities:**

- Food Preservation will be held in the Spring and Fall
- Book sorting
- Game night
- Rock painting on Saturday, April 30th
- Cyber Security
- Deer protected Spring plants
- Library yard clean-up
- Farmers Market - Summer (5 times)
- Book Sale - Crossroads Day

Chairperson Shirley thanked Barb and the Friends Group for all they do to help the Library.

OLD BUSINESS:

1. **Parking lot /EV charging stations and book barns.** On Friday, 2/18 Shirley, Megan, Debbie and Leta meet with Andrew Kosa, from Clark Patterson Lee to discuss the possibility of placing EV charging stations in the back of the library rather than the proposed location in the front of the building. He agreed that the back would be a better location. We discussed moving the handicap parking to where the bike rack is currently located. He said this was possible and more practical. Much discussion was held regarding drainage, site line of moving the barns and if so the cost of moving all the books, etc. The decision was made to have Teri and Cathy draft a letter to the Town Board responding to Supervisor Falk's email to the Library Board, stating all our points of concern with this project.
2. **Front window repair:** Cathy reported that on 2/22 a rep from Rochester Colonial came to inspect the window and provide an estimate. A complete re-working of the window, which would keep the integrity of the current structure, would be \$24, 984.00. Director's understanding of the estimate is a "pie in the sky" with all the trimmings. The Rep mentioned that a basic repair would be possible.

Front Window Repair (cont)

- Cathy will get a quote from Steve Maloney for restoring the wood on the window.
- Possibly look into a Grant . We will discuss it at the May meeting.
- Debbie Lund suggested that we start the SHIPA paperwork.

3. Gables on the Library Building:

- The town ran a pre bid conference for the library gables with Clark Patterson Lee ahead of today's meeting at 10:00 am.
- We need a long range facilities assessment for the Library. Shirley and Sharon will start the preliminary assessment.

NEW BUSINESS:

1. Ukraine Relief Fund:

Megan reported that our Library sponsored a Ukraine Relief Donation fund. We are collecting items that will be going to InterVol who will be shipping the items to Ukraine. We have done a partial drop-off and the volunteers of InterVol were very impressed with the amount of donations we collected.

2. Tummonds Grant Fund:

Megan informed the Board that we are the recipients of the Friends and Foundation of the Rochester Public Library Tummonds Grant. The amount is \$527.45 and is to supplement the purchase of printed books, e-books, and audiobooks. We will be forwarding this money to PLS for the purchase of ebooks and audiobooks. We will receive credit for any loans of items we purchased on next year's Annual Report.

3. Annual Report:

Megan presented the Board with the 2021 Annual Report to review and approve.

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the Lima Public Library Annual Report of 2021. Motion carried.

4. Trustees Renewals:

Shirley met with Supervisor Falk regarding his questions on term limits and renewals of Library Board members. Megan gave all the information needed to clarify dates of Board members terms to take to the meeting with Supervisor Falk. He was in agreement with these corrections and they were approved by the Town Board.

5. Officers of the Library Board:

The following officers were elected for the 2022 year:

President - Shirley Caccamise

Vice President - Cathy VanHorne

Secretary - Sharon Neenan

6. Shelves for Scutt Room:

Cathy is going to get a quote from Steve Maloney to put on shelves.

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the **PROCUREMENT and PURCHASING POLICY**. Motion carried.

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the **CREDIT CARD POLICY**. Motion carried.

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the **WHISTLEBLOWER POLICIES**. Motion carried.

Motion to adjourn at 12:15 pm.

Next Meeting: Wednesday, May 18, 2022

OFFICIAL

LIMA PUBLIC LIBRARY BOARD MEETING
May 18, 2022

PRESENT: Trustees: Shirley Caccamise, Cathy VanHorne, Terri Kruk
Sharon Neenan, Debbie Lund
Library Manager: Megan McLaughlin
Friends Group: Barb Brenner, Chris Preston
Town Board: Leta Button

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

MINUTES FOR March 16, 2022: Motion made by Cathy VanHorne, seconded by Teri Kruk to approve the minutes as written.

VOUCHERS 23-39 for March and 40-53 for April, were reviewed, signed and submitted.

Friends of the Library: Reported by Barb Brenner

- *Barb thanked Pat Lind for finding the Author Consortium which will be very helpful and informative to our staff and patrons
- *Painting Rocks was a very successful event
- *June 4th will be Spring Clean Up Day. Everyone is welcome to help
- *Farmers Market - we will have an library information table set up
- *Friends Group will be participating in Lima Crossroads Day and be in the parade on Thursday
- *Trunk or Treat event with Rotary in October
- *December - Christmas Concert
- *Future event- Adult Security program with Dan Marcellus

Eric Baker is checking with the Zoning Officer to put a sign at the end of Genesee Street/Main Street showing where the Library is located.

Shirley and Megan will have a table to hand out bags to promote the library.

Shirley thanked Barb and the Friends Group for their help in promoting the library.

OLD BUSINESS:

-Update on parking lot/EV. A letter was sent to Supervisor Falk after our March meeting to pose questions regarding the location of EV charging stations. In Supervisor Falk's response letter he suggested removing the book barns altogether and finding alternative solutions for storage. By removing the barns and moving the charging stations to the far side of the parking lot, he feels it would be able to add more lighting.

Cathy Vanhorne talked to Supervisor Mike about the barns. He understands the need to keep the barns where they are because they are needed for our book sales, which are our main fundraiser. Much discussion followed. Both barns were approved by the Code Enforcement Officer. We all agreed with Andrew's suggestions. Leta will take this back to the Town Board.

Update on window repair. After meeting with Steve Maloney, earlier this month, he determined that we will need a painter to strip, fill the rotted wood, and repaint the bay window. It would be better to do this project this summer. The window is in decent condition now but if left untreated, we would be looking at larger repairs. He is unavailable to do the project, but would forward some names to us. Cathy Vanhorne checked with Ed Harvey. He gave a quote of \$1750.00 He would also powerwash the building, paint the trim and doors and post for a total cost of \$2350.00.

MOTION

Motion made by Cathy VanHorne, seconded by Teri Kruk to paint the window and cosmetically the building with the power washing. Motion carried.

Megan reported that there will be a plaque with a list of all the donations in remembrance of Joyce Rapp.

Debbie Lund reported that our library does not qualify to be a Historical Building.

NEW BUSINESS: OWWL has teamed up with Finger Lakes and Southern Tier Library Systems to have access to more digital materials. Your OWWL card gives you access to these libraries ebooks and audiobooks.

NEW BUSINESS (CONT)

We have teamed up with our fellow Livingston County libraries again for tech tutoring with Morgan Cendoma. Every month, until funding runs out, Morgan offers 2 1-on-1 hour long sessions. Patrons can ask for help with tablets, cellphones, email, anything tech-related. This was made possible with funding from the NYS Library's Adult Literacy Library Services Program.

Owwl has added another outreach initiative, similar to Books By Mail. This additional program is entitled Books To Go. This program will provide lending to agencies serving or housing older adults such as nursing homes, assisted living facilities, and senior apartments in Ontario, Wayne, Wyoming, and Livingston Counties.

Library Speakers Consortium - We have the opportunity to purchase into the Library Speakers Consortium for our patrons to hear and interact with nationally known best selling authors. The cost, if we commit by June 15th, would be \$750.00 a year for 3 years. Patrons can interact and ask questions of these authors in real-time. This consortium would offer 2-3 events per month. There would be an option for patrons to participate at home over Zoom or to come to the Scutt Room for a watch party. We have enough money in the Programming Reserve Fund to cover the cost of this program/

MOTION

Motion made by Debbie Lund, seconded by Cathy Vanhoun, for the Lima Public Library to join the Library Speakers Consortium, at the cost of \$750.00 a year for 3 years. Motion carried.

MOTION

Motion made by Cathy VanHourn, seconded by Teri Kruk, to direct \$750.00 from LAUB Unexpended Balance to L7410.429 to cover the cost of the Library Speakers Consortium for 2022. Motion carried.

New Business (Cont)

National Warplanes Museum Pass: Megan would like to purchase a pass for the National Warplanes Museum in Geneseo. It would cost \$100 and entitles 2 adults and 2 children, under age 18 to enter the museum. No entry for airshow admittance or gift shop discount.

MOTION

Motion made by Teri Kruk, seconded by Debbie Lund, to purchase one National Warplanes Museum Pass at the cost of \$100.00, to be used by patrons of the Lima Public Library/ Motion passed.

MOTION

Motion made by Debbie Lund, seconded by Cathy VanHorne to approve the **Tech Plan for 2020-2023** as read and reviewed. Motion carried.

MOTION

Motion made by Teri Kruk, seconded by Debbie Lund to approve the **Long Range Plan 2021-2023** as read and reviewed. Motion carried.

MOTION

Motion made by Cathy Vanhorne, seconded by Teri Kruk to approve the **Long Range Building Maintenance Plan thru 2022** as read and reviewed.

At the July meeting the Board should review the following policies:

- Weeding Out Policy
- Confidentiality of Records Policy
- Computer Use Policy
- Open Meeting Policy

The Board will send a thank you note to the Town Board (for putting in the new sidewalk and cost of the mulch), and the Village Crew for delivering the mulch.

Motion to adjourn at 12:00 noon

Next Meeting: Wednesday, July 20, 2022

OFFICIAL

LIMA PUBLIC LIBRARY BOARD MEETING
July 20, 2022

PRESENT: Trustees: Shirley Caccamise, Sharon Neenan, Debbie Lund
Absent: Teri Kruk, Cathay VanHouten
Library Manager: Megan McLaughlin
Friends Group: Barb Brenner
Town Board: Leta Button

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

MINUTES FOR May 18, 2022: Motion made by Debbie Lund, seconded by Shirley Caccamise to approve the minutes as written.

VOUCHERS 54 to 67 for May, and 68 to 80 for June were reviewed, signed and submitted.

Friends of the Library: Reported by Barb Brenner

***Library Yard Clean-Up:** Very successful day. Two people were walking by and asked if they could volunteer. Barb thanked them for their help.

***Workshop on Gardening:** 6 people attended

***Workshop on Intro To Hydration:** 10 people attended

***Farmers' Market:** People enjoyed browsing the free books and trying out the roller coaster and light up card displays. Barb showed the Board a beautiful handout, promoting the Lima Library, for the Farmers' Markets and Crossroads Days. Leta Button reported that she has added info regarding the Library Book Sale, August 5 and 6, on the Crossroads Festival *Facebook* page.

*Megan reported that we did a Library Survey in 2020. Should we do another one now? All Board members were in agreement to do another one now.

*Barb Brenner posted a picture on *Facebook*, encouraging patrons to come to the library to cool off this summer.

OLD BUSINESS:

*Ed Harvey repaired and painted the window in June, along with the trim and doors. The job took two days and the invoices were submitted in the June bills.

*We will wait to move monies from the Reserves for all projects in November.

*The company, awarded the bid for the work on the gables, has been notified. We are waiting for a start date.

NEW BUSINESS:

*The 2022 Summer Reading Program is entitled “**Oceans of Possibilities**”. There are 48 patrons involved that have picked up their Activity Sheets on June 23rd. The activity sheet is a game board and they need to complete at least 25 activities between June 27 and July 29 to receive a prize bag. On Monday, July 25th at 10:30 am “Grace and Grins (Sharon Johnson) will be performing an ocean-themed puppet show for the children.

*Beginning January 1, 2023, all trustees will be required to have at least two hours of continuing education. Currently the required prevention training satisfies said requirements. OWWL also holds trustee workshops which count towards the requirement.

*Our Library Budget is typically due to the Town Board on the Monday before our July meeting. Therefore, we will tentatively schedule May 2023 as our budget meeting.

***Proposed Library Budget for 2023:**

Much discussion regarding the proposed budget was discussed.

MOTION

Motion made by Debbie Lund, seconded by Shirley Caccamise to approve \$176,676.00 for the 2023 budget for the Lima Public Library, that will be sent to the Lima Town Board for approval. Motion voted on and passed.

New Business(cont):

*The following policies will be reviewed at the September 21, 2022 meeting:

- The Collection Development Policy
- Computer Use Policy
- Confidentiality of Records
- Open Meeting Policy

*Shirley and the entire Board thanked Barb Brenner and the Friends Group for all their help in always promoting, to the community, the Lima Public Library.

*Discussion was held regarding putting carpeting, wall to wall, in the Scutt Room.

*A patron has suggested that a "sandwich board" be put up to list the hours of the library operation and when our Saturdays are. Maybe put around town.

Motion to adjourn at 11:30 a.m.

Next Meeting: Wednesday, September 21, 2022 at 10:30 am.

Official

LIMA PUBLIC LIBRARY BOARD MEETING
September 21, 2022

PRESENT: Shirley Caccamise, Teri Kruk, Debby Lund
ABSENT: Sharon Neenan, Cathy VanHorne
LIBRARY MANAGER: Megan McLaughlin
FRIENDS GROUP: Chris Preston
TOWN BOARD: Leta Button

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

MINUTES FOR JULY 20, 2022: Motion was made by Teri Kruk, seconded by Shirley Caccamise to approve the minutes as written.

VOUCHERS: 81 to 87 for July and 88 to 101 for August were reviewed, signed, and submitted.

Friends of the Library: reported by Chris Preston

- **Consortium Study:** The group did a trial run for the ALA Consortium study sponsoring an online visit with authors. It was found that sound speakers were necessary, and Megan was able to get them. There will be a more formal event with public invited. This program is one of the most expensive ones shared between the Friends and the Library.
- **PBS Children's programming:** Pat R. is looking into the PBS Kids programming.
- **Adult game** night had six in attendance.
- **Swing Dance:** Lessons are on October 18th and will be held on the second floor of the Town Hall, \$5.00 charged per attendee.
- **Little Library:** The Friends have approached the Village Board regarding possible placement of a second "Little Library" and received a favorable response. The site agreed upon is in the pocket park on Rochester Street.
- **By-Laws:** The group will be reviewing their by-laws at a future meeting, probably at the October meeting.
- **The Crossroads Days:** Book sale made over \$600. There was discussion among members regarding dividing up the hours worked next year so that members would have time to enjoy the festival. Shirley noted use of the Scutt Room to supplement the book barns worked out well as it decreased crowding in the back lot and the public seemed to like it. It gave shoppers a chance to cool off while browsing inside.
- **Farmer's Market:** Shirley had a table at the Crossroads event and spent an afternoon at the Farmer's Market. She found the labeled boxes of books made it easier for shoppers to find items. More children's books would be appreciated.

Old Business:

- **Summer Reading Program:** Director Megan McLaughlin reported the Summer Reading Program entitled: "**Oceans of Possibilities**" ended with 53 participants, mostly youths with a few adults. That is a higher enrollment than in recent years. There were game boards to fill out and participants needed to complete at least 25 of the activities from

those available to receive a prize. Town Board liaison Leta Button noted her children were able to enjoy the program at another library while on vacation and appreciated that many libraries participate in the same program.

- **Budget Review with Mike Falk:** Shirley and Megan met with Mike to review the 2023 library budget; it was noted the library was over the 2%. The library did not have current numbers for L9060.8 Hospital & Medical at the time the library budget was adopted; the number was changed from \$6500.00 to \$8200.00. Supervisor Falk suggested the Revenue line L2705 Gifts and Donations be changed from \$495.00 to \$3430.00 to make revenue Appropriations balance. The Board then approved the library budget.

Debby Lund motioned, and Teri Kruk seconded to accept the adjusted 2023 Library Budget with changes to reflect the increase in budget line L9060.8 Hospital & Medical from \$6500.00 to \$8200.00 and to change the revenue line L2705 Gifts & Donations from \$495.00 to \$3430.00 to make revenue and appropriations balance; the rest of the budget to remain as adopted at the July 20, 2022, Lima Public Library Board meeting.

New Business:

- **Carpet Cleaning:** The carpet was cleaned over the extended Labor Day weekend. Megan noted the cleaning company had pointed out aging of the carpet. It was noted the carpet is very old and should be replaced in the not -too- distant future. Megan had solicited replacement costs but has not received answers at this point.
- **Fines:** Tabled until the November 16th Trustees Meeting.
- **Computer and Internet Policy:** Tabled until the November 16th meeting.
- **Reconsideration of Materials Policy and Form:** Megan would like to have this policy approved. Several libraries are having people asking to have specific materials banned. This policy would offer guidelines for the staff and her to handle individual cases should they arise. The Board decided more time was needed to review the policy and it is tabled until the November 16th meeting.

Shirley Caccamise motioned, and Teri Kruk seconded to accept the “Lima Public Library Collection & Weeding Policy” and the “Lima Public Library Confidentiality of Records Policy” currently in place as of September 21, 2022.

Teri Kruk motioned, and Shirley Caccamise seconded to accept the “Lima Public Library Open Meeting Policy” currently in place as of September 21, 2022 with the correction to reflect the current meeting time of 10:30 a.m.

Teri Kruk motioned, and Shirley Caccamise seconded to close the meeting at 11:10 a.m.

The next scheduled is for Wednesday, November 16, 2022, at 10:30 a.m.

OFFICIAL

LIMA PUBLIC LIBRARY BOARD MEETING
November 16, 2022

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

Absent: Teri Kruk

Library Manager: Megan McLaughlin

Friends Group: Barb Brenner, Chris Preston

Town Board: Leta Button

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

MINUTES FOR September 21, 2022: Motion made by Sharon Neenan, seconded by Cathy VanHorne to approve the minutes as written by Debbie Lund, with the correction of Cathy's last name from VanHouten to VanHorne. Motion carried.

VOUCHERS 102 to 112 for September, and 113 to 123 for October were reviewed, signed and submitted.

Friends of the Library: Reported by Barb Brenner

*The Friends Group purchased a display sign, to announce information of things going on in the library. It is placed at the corner of W. Main St. and Genesee St. There has been great, positive feedback on the sign.

*The Friends Group has changed the date of their monthly meetings from the 2nd Tuesday to the 3rd Tuesday of each month.

*Megan Knopf won the raffle from the Farmers Market drawing.

*Very successful Leaf Clean Up with the help from the Village Crew. Barb took a basket of snacks over to the crew to thank them for their help.

*The Intro to Canning had 4 people attend.

*The Friends Group took part in the Rotary Trunk/Treat at the Town Hall. They gave out candy, books and fliers with info on upcoming programs at the library.

Friends Group (cont)

*The following programs were offered:

- Swing Dance was a big hit with 26 people in attendance.
- Fermentation had 5 in attendance
- Roller Coaster Marbles had 11 in attendance
- Author talk had 6 people participate
- Cyber Security had 15 people in attendance

*The Friends Group will have a float in the Lima Christmas Parade the Saturday after Thanksgiving. They have purchased 2 vinyl banners to use on the float.

*On December 5 they will hold another Swing Dance. And on December 19 Eric Baker's Band will present their Christmas Program from 6:30 to 8:00 pm. And on December 3 they will hold a "Kids Making Greeting Cards" program.

*They have several new programs set up for 2023 and on February 23rd they are hosting a "Meet the Mayor of Lima" night.

OLD BUSINESS:

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the **Circulation Policy**, with updated Fines and Fees amended, to be effective January 1, 2023. Motion carried.

MOTION

Motion made by Debbie Lund, seconded by Cathy VanHorne to approve **The Request for Consideration of Materials Policy**, a new policy for the library. Motion was carried.

*Megan reported that there was nothing new to report on the Library Gables or the Changing Station situation.

NEW BUSINESS:

*Megan reported that there was a huge response from the community on the OWWL Great Give Back campaign. The Lima Primary School was the recipient of this campaign and they were delighted to receive all that was collected.

NEW BUSINESS (CONT)

*Megan informed the Board that Santa would make an appearance at the Library on Wednesday, December 14th at 10:30 am.

MOTION

Motion made by Cathy VanHorne, seconded by Debbie Lund to approve the **Computer and Internet Use Policy**. Motion carried.

MOTION

Motion made by Debbie Lund, seconded by Shirley Caccamise to approve the **Confidentiality of Records Policy**. Motion carried.

*Megan submitted, to the Board, the **Dates of Library Closing for 2023**. Discussion was held on Halloween closing at 5:00 pm. This was tabled for discussion at a later date. All other dates were approved.

*Megan submitted, to the Board, the **Voucher Signing Dates and Library Board Meeting Dates**. Board approved all dates with the addition of a meeting to be held on June 14th to work on the budget for 2024.

*Megan reported that beginning in January 2023 the library is excited to announce that they will be offering Story Hour again, in a new format. The new Story Time will be a monthly theme with a new book each week and a craft that can be completed at the library or at home. We are looking forward to this new format.

There will also be a winter time in-person Story Hour offered by the Friends Group for the months of January, February and March. Mallory will be presenting this Story Hour on Mondays at 10:30 am. The Friends Group will offer the in-person Story Hour and the Library Staff will be offering the take-home Story Time, each group supporting the other.

*Megan is working on putting together a monthly Newsletter for the library.

Motion to adjourn the meeting at 12:10 pm.

Next Meeting: Wednesday, December 21, 2022 at 10:30 am.

OFFICIAL

LIMA PUBLIC LIBRARY BOARD MEETING
December 21, 2022

PRESENT: **Trustees:** Shirley Caccamise, Sharon Neenan, Cathy VanHorne,
Teri Kruk
Absent: Debbie Lund
Library Manager: Megan McLaughlin
Friends Group: Barb Brenner
Town Board: None

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

MINUTES FOR November 16, 2022: Motion made by Cathy VanHorne, seconded by Teri Kruk to approve the minutes as written. Motion carried. June 14th was added to the meeting dates for Budget Planning for 2023 and Long Term Planning.

VOUCHERS 124 to 139 for November, and 140 to 147 for December were reviewed, signed and submitted.

Friends of the Library: Reported by Shirley Caccamise for Barb Brenner.
Barb was in the Children's Library Room helping with the visitation of Santa.

***Programs being offered by the Friends Group are:**

- January 13 - Dance Night - will be a Fundraiser
- January 21 - Story Time with guest Story Teller: Callie Rabe
- January 23 and February 4 - Game Night with Arjay Romanowski, Librarian at the University of Rochester. He talked to Barb Brenner this summer at the Farmers Market, about coming twice a month to our library.
- Many more activities are coming in 2023.

OLD BUSINESS:

*The concert, presented by Eric Baker's Band, on December 9, was a huge success!

NEW BUSINESS:

*Megan reached out to the Historical Society to partner with the library with activities. On February 16 the curator of the Genesee Country Museum will be presenting an educational program on our local history. Megan is looking forward to more joint programs with the Historical Society.

*We are still looking for a new Board Trustee, to replace Sharon Neenan, whose term ends December 31, 2022. Cathy will contact John Grasso on being a new trustee for the library.

*Megan has applied for a County Grant to have the front window painted, at the cost of \$2,000.00.

*Leta Button told Megan that the Siemens Group has secured a \$20,000.00 Grant so they can start planning work for the electric vehicle station located at the library.

*The light in front of the Library needs to be checked. It is not working.

MOTION

Motion made by Cathy VanHorne, seconded by Teri Kruk to approve the following budget modifications for end of the year of 2022, in the amount of \$23,499.00. (Specific list of accounts is on page 3.) Motion carried.

MOTION

Motion to adjourn the meeting at 11:15 pm.

Next Meeting: Wednesday, January 18, 2023 at 10:30 am.

LIMA PUBLIC LIBRARY

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(585) 582-1311 - P
(585) 582-1701 - F

The motion to approve amending the 2022 budget by:

Transferring From:	L1990.4	Contingency	\$ 1,395.00
	L7410.143	Library Other Staff	\$10,930.00
	L7410.410	Books	\$ 721.00
	L7410.439	Equipment Repairs/Maint.	\$ 962.00
	L7410.45	Utilities	\$ 1,926.00
	L7410.452	Building Supplies	\$ 2,496.00
	L9010.8	Retirement	\$ 469.00
		UNANTICIPATED REVENUE	
	L2705	Gifts & Donation	\$ 290.00
	L2760	Library System Grant	\$ 1,970.00
		Unexpended Balance	<u>\$ 2,340.00</u>

TOTAL **\$23,499.00**

Transfer To:	L7410.410	Books	\$10,811.00
	L7410.412	Videos	\$ 312.00
	L7410.414	Downloadable Audio Books	\$ 264.00
	L7410.415	Ebooks	\$ 264.00
	L7410.429	Program Supplies	\$ 1,915.00
	L7410.43	Office/Libr. Supplies	\$ 460.00
	L7410.431	Telephone Expense	\$ 369.00
	L7410.433	Postage/Freight	\$ 8.00
	L7410.434	Publicity/Printing	\$ 502.00
	L7410.452	Building Supplies	\$ 116.00
	L7410.469	Building Services	\$ 6,656.00
	L9060.8	Hospital/Medical	<u>\$ 1,822.00</u>

TOTAL **\$23,499.00**