

OFFICIAL

LIMA PUBLIC LIBRARY BOARD MEETING

January 18, 2023

Approved: 03-15-2023

PRESENT: **Trustees:** Chair Shirley Caccamise, Cathy VanHorne, Teri Kruk, Debby Lund
 Absent: Jon Grasso
 Library Manager: Megan McLaughlin
 Friends Group: Barb Brenner
 Town Board: Leta Button
 Other: none

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

MINUTES FOR December 21, 2022: Motion was made by Cathy VanHorne, seconded by Teri Kruk to approve the minutes as written. Motion carried.

VOUCHERS: Chairperson Shirley Caccamise noted vouchers had been approved at the December 21, 2022 meeting and the January, 2023 vouchers would not be available for review until after February 02, 2023.

Shirley noted the Board had received very nice thank you notes from Director Megan McLaughlin and former Trustee Sharon Neenan.

Shirley asked Megan if she had further information on the building lighting. Leta Button said she would let the Town know lights were out and talk with Supervisor Falk regarding a light fixture near the front of the building and the parking lot lighting project. Cathy said it is very dark out front as there is no street lighting. Repairing the building lights needs addressed.

FRIENDS OF THE LIBRARY: President Barb Brenner reported on upcoming events.

*All upcoming events are on the Friends of the Library's Facebook page and found at the "lima.owwl.org/events/month also.

*Story Time: The Friends has a community volunteer, Cali Rabe, who has offered to do story time. The first Story Time will be Saturday, January 23rd, 10:30am-11:00am and will continue the following Saturdays with the same schedule. Megan and staff are helping with book selection and Ms. Rabe was appreciative of their efforts. Library will be providing a take home version as well.

*The Craft Circle meets on Saturday mornings from 9:30am-noon. The Circle was full last week and there has been a new member.

* Game night will be on Monday, January 23rd, 6:30 pm- 8:30 pm and every other week thereafter with the game picked by attendees. Arjay Romanowski , Rochester Librarian, is program co-ordinator.

* The Dance Fundraiser was held on January 13, a Friday. M. Depew is working on getting a monthly schedule together.

*Author's talk: there will be a Watch Party on February 16th, March 21st and April 4th held in the Scutt Room.

*Other programs scheduled include:

- Meet the Lima Mayor
- Kids Jewelry Making
- Food Preservation
- Book binding
- Quilt raffle (quilt by Sandy Shusda)- it was agreed Megan & staff could collect money for the Friends & turn money over to the group
- Iditarod program- still in the works
- Book sorting – Monday, January 30th at 6:60 pm

*Library Board of Trustee members will be added to the February 21st, 6:30 pm agenda with the purpose of straw polling the Friends members on their library vision and purpose.

Shirley asked if the Friends would be doing the National Library Week staff appreciation day again this year. Barb said they planned on doing it April 25th and using last year's format. Megan said she was fine with that.

OLD BUSINESS: Megan reported the library has gone "fine-free" and she has had positive feedback from patrons. The fines did not contribute a substantial amount of funding for the library. Other libraries in the area have also gone fine free. The intent is to better serve the under-privileged population. There is automated renewal of materials. Many patrons are taking advantage of on-line reading.

Conflict of Interest Policy statements were completed, signed and turned over to Megan to be filed.

NEW BUSINESS: The Town Board appointed Jon Grasso to the Library Board during their January 3rd meeting. He was not aware of today's meeting. Paperwork and our schedule will be given to him.

Annual Election of officers: Shirley Caccamise- Chairperson
Cathy VanHorne – Vice Chairperson
Debby Lund – Secretary

Shirley asked the status of the bookshelves. Cathy said she had not heard anything, and it had been a year. We do not have a contract or estimate yet. She will see if she can get one and it would be a good idea to check other sources for an estimate. Shirley said she'd see if she could get one from Jon Bailey.

Board members are required to complete two hours of continuing education to comply with Section 260-D of the New York State Education Law. These hours can be completed by

attending 2023 Trustee Workshops offered by PLS. Registration is required. Trustees must complete Sexual Harassment and Workplace Violence workshops each year.

LIBRARY VISION & MISSION STATEMENT: Cathy said she had been asked at the Friends meeting what the group was raising the funds for and what the library's vision was. She was caught by surprise and spent further time reviewing the library's mission statement. While the Long Range Plan is operational, she felt it does not give an adequate vision of the library. The Board did not have a lot of time to really delve into it last summer as we had time constraints on completing it. She suggested the Board spend further time on refining the statement and the vision of our library's place in the community.

Megan noted Ron Kirsop, PLS, would be a good go-to person for ideas as he specializes in this area.

Cathy suggested the Board reach out to various community groups for their ideas and impressions. Teri suggested we think about what we would like to get from these conversations. Groups mentioned:

- Friends Group: Board members will attend the February 21st meeting.
- Rotary
- Scouts
- Historical Society
- Megan and staff

Cathy would like Board members to visit three libraries before our next meeting and think about our vision for the library. Teri suggested we hold strategic planning workshops or extra meetings to facilitate the vision planning. She suggested we also work on a 10 second "elevator speech" that concisely states the library's vision statement when asked by the public.

Cathy would like to do another survey of public opinion, this one asking for different information than the first.

Barb noted the Friends had done the "Trunk or Treat" as a joint community activity. The library should be looking for similar ways to become more of a community partner.

Leta said she would see if Mike Falk, Town Supervisor would attend our next meeting in March and discuss the Town's vision of the Library's function within the community.

Other suggestions for gathering input were using "Positively Lima", forms left at the library, link from the Friends group to a survey.

MOTION: With no further business to discuss, Teri Kruk moved and Cathy VanHorne seconded the motion to close the meeting at 11:32 am.

Respectfully submitted,
Debby Lund

NEXT MEETING WILL BE ON MARCH 15, 2023 AT 10:30 A.M.

OFFICIAL

LIMA PUBLIC LIBRARY BOARD MEETING

March 15, 2023, 10:30 a.m.

Approved

PRESENT: **Trustees:** Chair Shirley Caccamise, Cathy VanHorne, Teri Kruk, Debby Lund, & Jon Grasso, via remote session
Library Manager: Megan McLaughlin
Friends Group: Barb Brenner, Mallory DePew, Christine Preston
Absent: **Town Board:** Leta Button
Other: none

Meeting was called to order at 10:30 a.m. by Chairperson Shirley Caccamise. Friends of the Library were welcomed.

VOUCHERS: Vouchers 1-31 were reviewed. Cathy VanHorne moved to approve the vouchers and Teri Kruk seconded the motion. All were in favor.

MINUTES FOR: January 18, 2023, minutes were reviewed. Cathy VanHorne moved to approve the minutes as amended and Teri Kruk seconded the motion. All were in favor.

FRIENDS OF THE LIBRARY:

Chairperson Shirley Caccamise thanked the Friends for all their effort in supporting the Library.

Friends President Barbara Brenner shared a 2022 Events Summary with the Board. The group provided 41 events- 29 programs including monthly dances, book sale and sorting in preparation for the sale, yard clean-up, and staff appreciation buffet.

Going forward into 2023, the Friends group has sponsored 22 programs to date. These included Saturday Story-times, game nights, author talks and book sorting. There have been a couple of cancelled events and hopefully, these will be rescheduled.

Barb thanked the staff and Megan for all their support. She especially liked having the book donations section up front. Storytime this Saturday will be on "slime" with an author watch party on March 21st. The Friends will do a snack buffet on April 25th for the staff to honor National Library Week- Staff Appreciation Day. Megan agreed with the date and expressed her appreciation on behalf of the staff.

Jon Grasso commended the Friends Group and noted he was impressed with all they have achieved. He plans on bring his family to some of the events.

Barb noted there will not be a game night on April 10th as the library is closed to observe the holiday.

The Friends believe there is a need for a story-time program and are doing a trial program to verify whether the community agreed with their assessment. Barb asked a fellow Friends member, Mallory DePew to report on Storytime as she was involved in the program.

Mallory DePew said community feedback at Farmer's Market, "Trunk or Treat" and other events showed Saturday mornings were the time preferred by the majority of those surveyed. After conferring with the Library Director, the Friends are presenting a pilot story-time program from January 21, 2023 to March 25, 2023. If the need is verified, story-time would be handed off to the library staff. The Friends group would provide support and assistance under Megan and her staff's direction and request.

Mallory presented the "Friends of the Lima Library Winter Storytime Pilot Report". The target age range was families with children aged 2-5 years. This was achieved with the help and support of the library staff. The Friends informally surveyed the community as to the need for an in-house program at "trunk -or-treat", Farmer's Market and other similar events. Survey data metrics included attendance; increase in library usage -first time users increased 380% ,many indicated they would attend again. Attendance included children up to and including 11 years old, beyond the original age limit. The primary and secondary goals of the pilot program were reviewed. Participating families were asked to complete a survey as to pros and cons of the program, children's interests, and any suggestions. Feedback included desire for a possible sign-language interpreter, braille books, large print books for children to follow along with the story and better advertising of the program. The Friends had alerted local schools and preschools, posted it to their Facebook page and the library had it on its page and locally advertised it. The program has three components: book readings presented by Calli Rabe, music by Eric Baker and Jim Carroll, and a craft by Mallory DePew. The children liked the live music presented on some weeks. The Friends group agreed to continue the program until May, 2023. The library will provide an in-house story-time starting in the fall as the summer reading program is already scheduled. The program was successful, and the pilot program verified the need within the community for an in-house story-time program for young children.

All were in favor of the program continuing and expressed appreciation of the great job done by the Friends group. However, some concerns were expressed by Board members. Cathy would like the program to continue through the summer as well as the summer reading program. She is concerned the program will lose momentum and families will not return in the fall. It's a great start that needs to be carried through. Debby stated she too would like to see the story-time continue in the fall and would not mind if it needed to be scaled back to be more manageable for the staff.

Although the Friends group is willing to continue until May, Megan noted concerns expressed by OWWL regarding labor laws and possible conflicts if the Friends continue beyond the trial period. Everyone agreed an extension to May as a pilot program would be permissible. This will give Megan time to make further inquiries into the labor issue. Staffing and the time needed for preparation and presentation of an in-house story-time requires further planning as well. The Friends expressed their willingness to help during the transition period and would like to be supportive of the staff and Megan. They had already talked with a staff member about the craft portion of the program.

Teri reminded the Trustees, Friends and Director that there are duties and responsibilities belonging to each group and we should all be mindful not to exceed our boundaries and follow proper procedures.

Shirley noted that the pilot program was being done by three people and felt the whole program as three components would be too much for one individual part-time staffer to handle.

The craft section and cleanup is very large by itself. Mallory noted parents had helped both with the craft and cleanup each week. Shirley thank Mallory for her presentation and work on the program.

OLD BUSINESS:

Director Megan McLaughlin stated she had reached out to the Lima Historical Society to create a partnership. The group liked the idea and would like to do four joint programs a year if possible.

The first program is tentatively scheduled for April 20th at the Town Hall. It is "Music of the Civil War". Music and a talk about it's place in the Civil War will be presented. They are looking into a fall program but a decision has not been made at this time.

Megan checked with OWWL and "Sexual Harassment in the Workplace" and "Workplace Violence" training cannot be counted toward the mandatory Trustee yearly two hour continuing education requirement. Time spent on the Long-Range Planning can be counted as can attendance at any of the OWWL sponsored Trustee Handbook learning sessions. These can be attended via Zoom or by watching the presentations once they are posted on-line.

Shirley would like to remind everyone that vouchers must be reviewed and signed each month. Please be sure to visit the library, review the documents and ask any questions you may have about purchases and sign the vouchers in a timely manner. This is one of the primary tasks of a Board member. She would not like to see it become a problem with an audit.

Shirley noted times for the meeting need to be changed. Leta Button, the Town liaison, can no longer make day-time meetings. Jon Grasso noted it has become a problem for him as well. The group agreed to move the meetings to 6:30 p.m. Cathy stated she would like the Board to meet monthly to facilitate completion of the Long Range Plan. Megan had already requested a special meeting for April to work on the Long Range Plan.

A motion was made by Cathy VanHorne and seconded by Teri Kruk to officially move the Board of Trustees of the Lima Library meeting time to 6:30 p.m. on the third Wednesday of every month starting on April 19, 2023 and to continue through June. This will include the Special Session of the Long Range Plan. All were in favor.

NEW BUSINESS:

Cathy will take the lead on the Long Range Plan project. The mission statement for the library defines the organization's current business. The vision statement addresses where the organization would like to head. She would like this to be part of our first discussion. Teri thought the mission statement should write itself. Cathy thought the vision has not been defined yet and as Board members we should be able to give an "elevator talk" when ever anyone asks us the purpose of the library. She would like to poll the trustees for their hopes, dreams, and concerns. The Board will also ask community groups and individuals for their thoughts. The Trustees will be attending the Friends of the Library next Tuesday, March 21st, to ask for their comments.

Cathy suggests each trustee voice and write down our hope, dreams and concerns. A brief brain storming session resulted in:

Hopes & Dreams:

- Development of a community haven for education & enjoyment
- Provide services that allow the community to use & gain knowledge
- Stay relevant to all ages & connected to the world
- Teen programming
- Reimagine the physical layout of the library to better utilize the space
- Newspapers available out front of the check-outdesk
- Promote a positive working relationship between the Board, Library staff and Friends of the Library Group

Concerns:

- Loss of relevance to people of the community
- Library will become uninteresting and stale
- Loss of funding
- Cascade of failure
- Loss of state representation & library support
- Loss of a good working relationship between the Town Board, Library Board and Library Staff

(J. Grasso exited the meeting at 12:15 p.m.)

Cathy would like the board to pick out a goal that has not been accomplished by the current plan and reinstate it. The Plan is operational but was completed during the Covid 19 Pandemic and could be more dynamic.

Some goals have been met by the library and others have been achieved by the Friends group. Cathy questioned whether these goals need to be separate. Mallory noted the Friends is a supportive role to the library and staff. She felt the Friends role is to co-ordinate with the community and liaison with the library to offer programming.

Teri felt the Friends role is to work with the library but remain separate from it. Barb commented the Friends should be given credit for their contributions and realizes they are not in charge. The Friends do enhance the library. Teri noted it is important from a budget perspective to be cognizant of where funds, support and so forth come from and what the monies are used for. These programs do affect the budget and it is financially important to know where the revenue comes from. Shirley pointed out the library does have a budget line for programming.

Cathy said the next item in the Long Range Plan was finding the numbers for the budget. OWWL will provide data from all libraries, not just ours, for comparison purposes such as what affects their budgets, circulation and so forth. One can track trends in usage in circulation, programs and technology through this data. Teri cautioned using circulation as a metric – different communities have different expectations and needs.

Cathy reminded the Board of the Cohort meeting schedule set for April 3, 2023 at 3:00 p.m. It is available via zoom to review Internal and External Assessment. The meeting will discuss Review of Library Specific Data, external data and census- master plans. It will provide a Library Board Visioning Exercise. This should be very helpful in our long-term process.

With no further business to discuss, Cathy VanHorne moved and Teri Kruk seconded the motion to adjourn All were in favor and the meeting closed at 12:37 p.m.

Respectively submitted:
Debby Lund

NEXT MEETING WILL BE April 19, 2023 AT 6:30 p.m.

OFFICIAL

LIMA PUBLIC LIBRARY SPECIAL LONG RANGE PLANNING BOARD MEETING

April 19, 2023

Unapproved draft

PRESENT: **Trustees:** Chair Shirley Caccamise, Cathy VanHorne, Teri Kruk, Debby Lund, Jon Grasso
 Library Manager: Megan McLaughlin
 Other: Margo Prak, Director-Dansville Library

The meeting was called to order at 6:30 p.m. by Chairperson Shirley Caccamise.

MINUTES FOR: The minutes for March 15, 2023, were reviewed. Teri Kruk moved to approve the minutes as presented; seconded by Cathy VanHorne. All were in favor.

ANNUAL REPORT: Shirley asked the Board to review the report. Cathy asked Megan to update her email to the newer one. Cathy also noted our by-laws only allow for a five-person board. Jon Grosso moved to approve the annual report with a second from Teri Kruk. All were in favor.

OLD BUSINESS: The Board of Trustees attended a workshop for our group presented by Ron Kirsop, Director of OWWL. Shirley noted he did an excellent job and the Board concurred.

LONG RANGE PLAN: Chair Shirley Caccamise turned the meeting over to Cathy VanHorne. She and Director Megan McLaughlin are spearheading the Long Range Plan (LRP) for Lima at the Cohort meetings sponsored by OWWL.

Cathy referenced the 2022 Library report and calculated the library has six patrons per hour. Megan noted the total annual attendance is an estimate based on recording the number of patrons using the library over a specific period.

The library usage data sheet – years 2016-2022 was provided by Megan for review. Cathy had asked the Board to look over the Town of Lima’s Comprehensive Plan before the meeting. She noted the plan focused on recreation development at Tubbs Park; storm water and water issues; downtown development and development of businesses on 15A north of town. There was not a lot of relevance to the library as we were not mentioned other than to note we are part of the business district of the village. In conclusion, it can be seen that COVID continues to have a lingering effect on the Town.

Looking at our own data for 2016-2022 shows that COVID-19 had an effect on everything and lingered even after the library re-opened full-time by the summer of 2021. Overall, the library usage numbers are down.

Many did visit our web site. Cathy said the library had loaned out more materials to other libraries than we borrowed. This is an indication of the quality of our collection is good. There are always comments from patrons wanting more of a specific type of material and we recognize there is room for improvement but in general quality is good.

Megan said part of the reason for lower in-house use is the decrease in population per the 2020 government census report. Cathy referred to the Livingston County Planning Board Report and noted Lima's population showed a decrease there as well but an overall increase within the County. The report shows Lima has more senior citizens than younger people. Megan noted the Census showed more 18-25 year olds than other sections of the population. Cathy remarked it is helpful to better understand our community when we look at the statistics on population. Teri noted the Census can be foundational, but numbers can be interpreted to show different scenarios.

The statistics show the library needs to provide programs and services to bring in youth, young adults and the older population. Cathy would like the library to focus on "literacy for all" rather than specific population demographics.

A comparison of 2018 and the 2022 budgets evaluated how money was spent. In 2018, the data showed percentages shown as: 54% - personnel, 37% - programming & materials and 9%- building maintenance. In 2022, personnel costs were up to 63%, programming & materials – 23% and building maintenance – 14%. The rise in the cost of personnel was due to the minimum wage increasing and the increased cost of utilities accounted for the rise in maintenance costs. Cathy said the survey may find the collection quality is doing well considering we are able to spend less on it. Megan said the cost to OWWL for e-books and other services is a factor as well. The library is an information center for Lima regardless of how the information is disseminated noted Teri.

Cathy said one of the first steps in the LRP is to determine the mission and vision of the library. She envisions the library becoming more of a community and recreational center. Teri noted it should also be an information center. Cathy would like to take our current mission statement, break it down and use that to create the LRP. The next step would be the vision statement. What do each of us think a community center is? Teri suggested we consider how information is presented – different scenarios can be created. Discussion followed.

Word for consideration:

- Community Center: could also contain programming ideas, game night, etc.
- Information: could be information about anything
- Discovery: could include technology
- Cutting-edge: current and relevant
- Inclusiveness: treating all with respect and being open-minded
- Educational: story-time, summer programs, other programming

Cathy suggested we all think about these words and try to come up with a mission statement for our May meeting. Teri agreed: it should be the story we want to tell, the picture we wish to paint of the library and its purpose. Cathy would like to talk with Ron Kirsop, OWWL director, regarding community services. Megan spoke about a desire to see the library address the needs of the underserved population. She would like to see if we could partner with various groups to provide a place that population could come for employment help, health services such as a traveling mammogram center, outreach to the senior complex in Lima and other such services. She said the library had partnered with the Food Pantry over the holidays as a collection site for non-perishable food items. She believes there is a need in the community.

We do not have an ALS speaker or fluent Spanish speaker on staff. This is an area where the library services could be improved.

Teri said a profile of those we wish to survey in the community would be helpful in determining what needs and desires the community has and what the library's role would be like in helping to fulfill them. She envisions different survey questions for various groups and that the survey, in most instances, would be of a conversational nature. Ron, OWWL, is developing a survey but Megan did not know what direction it was taking. He would like to make the survey system wide.

Possible survey groups identified:

Senior population

Churches

Friends

Scout Troops

Town and Village Boards

Rotary

School Librarians – public & parochial

An on-line survey: our website & Facebook page, the community website

Building/Utilities is the next item on the LRP. Megan said we are looking into replacing the carpet. It would be a big help with noise issues in the Scutt community room. There is also an ADA problem with the stack in the hallway from the library to the room. Curbing should be repaired, and other items needed for a safe environment should be addressed. The HVAC system should be checked out and possibly updated.

Cathy said the next step is breaking down the various categories and determining what we feel should be in each. For example, literacy might include story-time. Discussion of the various words followed.

Literacy included summer reading program, a tech tutor, adult literacy and English as a second language instruction, sign-language interpreter.

Discovery: STEM science programs, learning environment, architectural study to re-image the library's physical space and use, lending library for less conventional item: kits for children (Megan does this already), instruments, seldom used larger kitchen appliances and so forth. Limitations to this would be space for storage. Pros would be that patrons could be asked to donate items in good repair to start off the program.

Open-mindedness (Inclusiveness): The collection already contains a broad array of materials, and the library is ADA complaint with the exception already mentioned. The staff is welcoming, helpful, respectful of and civil to patrons. Programs should be available that include all people and ideas and should be presented in a respectful manner. We should be supportive of the community and fill in resources needed but being not fulfilled.

Community Center: Programming is needed to bring in people. This was shown in a report to be one of the best ways to interest the public in what the library has to offer. It could include a literacy program, chair yoga for all ages and game night. Programs through partnership with other community groups such as the Civil War Music program taking place this week and co-sponsored with the Lima Historical Society should be considered. Megan said she can also program the return date receipts to show money saved by borrowing materials from the library rather than buying them from a store, a significant savings for those budget-minded in these tight economic times and for the disadvantaged community.

In conclusion, Cathy would like the board to continue to break down the word list and suggest programs and services we each would like to see as part of the library mission and vision statement. Consider each of the out-reach and community groups we would like surveyed and list two or three questions for each.

Teri would like the individual members to ‘write a story’ that can be tweaked for all to use as an “elevator statement” if asked the purpose the of the library by the public.

The next OWWL cohort meeting is on May 8th at 3:00 p.m. The Board was invited to attend the ZOOM session at the library.

Megan reminded the Board all were invited to attend the joint Library- Historical Society sponsored Civil War Music program is at 7:00 pm on April 20th at the Town Hall.

With no further business to discuss, Teri Kruk moved to close the meeting and Cathy VanHorne seconded the motion. All were in favor.

NEXT MEETING WILL BE May 17, 2023, AT TIME6:30 p.m.

OFFICIAL

LIMA PUBLIC LIBRARY BOARD MEETING

May 17, 2023

Unapproved Minutes

PRESENT: **Trustees:** Chair Shirley Caccamise, Cathy Van Horne, Teri Kruk, Debby Lund, Jon Grasso
 Library Manager: Megan McLaughlin
 Friends Group: Barb Brenner
 Town Board: Leta Button
 Other: none

The meeting was called to order at 6:30 p.m. by Chairperson Shirley Caccamise.

VOUCHERS: Vouchers for March, #32-40 and April, #41-52 were presented and reviewed.

MINUTES FOR: The minutes for the Special Long Range Planning meeting held April 19, 2023 were reviewed. Teri Kruk moved to approve the minutes as presented. Jon Grasso seconded the motion. All were in favor.

FRIENDS OF THE LIBRARY:

President Barbara Brenner presented the Friends report of activities. Staff Appreciation Day took place on April 25th and was enjoyed by all.

- The final trial Storytime will take place this Saturday. The sessions have been well attended. The Friends are willing to assist Director McLaughlin with the fall Storytime programs if there is a way for them to support her. Barb acknowledged all the hard work done by the Storytime volunteers and mentioned all the group's; and named them are: Callie Rabe, Eric Baker, Jim Carroll and Mallory DePew. The Friends would like to see Storytime tried at different hours, perhaps an evening or daytime program. The Mixed Slime program was especially successful.
- Cathy VanHorne coordinated with Kate Bovee to present a Genealogy Program in April that was well received and they are hoping to do another more advanced program in the future.
- Arjay Romanowski and his wife will continue to host the game night on the 2nd & 4th Mondays of the month through the summer. They feel the program has been well attended and enjoyed. Ten to fifteen people attended each session.
- The Friends did a joint program with Livonia Friends group called "Mush Noggin" about a sled dog and her human. It was very interesting and well attended. The event was held at the Livonia Library as they have more space. Barb would like to see a future joint event held here in Lima.
- The Book Binding session went so well that another program will be held with the morning session being an introduction session like the last one and a more advanced session taking place in the afternoon.

- Alcohol glass inking took place on May 13th and the event was posted on Facebook.
- Spring cleaning will take place this Sunday, all are invited to bring rakes, shovels, etc. to help with clean-up.
- Future suggested events include: “El Dia de los Muertos”(Day of the Dead) for November 2nd; a bike rodeo for kids on a day the library is closed so the parking lot can be used – perhaps over Columbus Day weekend; another “Meet the Mayor” program; and CPR classes are coming – there is a knowledge based version and one for certification.
- Farmer’s Market – the Friends will have a booth once a month- June 27, July 25, August 22, and September 26. The Friends would like to see the Trustees volunteer to help man the booth each month. Books are given away free and they have events for the children.

The Friends meet again on June 20th and would like the Trustees to attend. Shirley questioned the need as the Friends have already provided their library wish list. Barb said it would be a good way for the two groups to get to know one another. If some people can’t make the June meeting, the group meets again on July 18th. They would like to discuss what they can provide – both volunteers and resources they have available. Barb mentioned that the Mendon Library Friends group is having a fund raiser and they let the public know how the funds raised will be used. The Mendon Library had a booth set up at the school for election day. The booth included a brochure, “Mendon Wish List”, and asked the public what they would like the library to provide. Shirley asked who compiled the responses. Barb was not sure but felt if Lima did something similar, the Friends could present a streamlined list to Megan. Shirley thanked the Friends for all they do in support of the library.

OLD BUSINESS:

Director Megan McLaughlin said the Library had co-sponsored a program with the Lima Historical Society on April 20th at the Lima Town Hall. Around 35-40 people attended the “Music of the Civil War”. Debby went to the presentation and said it was well received and she enjoyed it. The two groups are planning to present a program on the Underground Railroad in September. Shirley asked Leta Button, Town Board liaison, if a notice of upcoming Library programs could be added to future water bills. Leta believed it could be done but would check into it.

Megan had checked into Public Officials Liability Insurance for Directors and Public Employees. We and the building’s contents are covered by the Town’s policy with Eastern Shore Insurance.

Long Range Plan:

Shirley turned the meeting over to Cathy to continue the Long Range Planning (LRP) project. Cathy had previously sent out sheets regarding the LRP and started with the mission and vision statement portion. The mission statement defines the organization’s business and the vision statement should tell what we aspire to become. Examples were given and discussion followed.

Cathy’s proposed mission statement read: “The mission of the Lima Public Library is to provide high quality materials, services and programs which fulfill educational, informational,

cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike. The Lima Public Library is dedicated to the right of public access to information and literacy for all.”

It was suggested that “which” be changed to “that” and excepted. It was suggested “recreation “could be changed to “leisure activities”.

She asked for others to read their suggestions. Teri, Debby and Jon read their versions. Jon’s was liked and was: “The Lima Public Library strives to be a place of learning and discovery that is inclusive and supports the needs of the community”. Debby’s version was: “The mission of the Lima Public Library is to provide a welcoming environment for both individuals and the community to access educational and informational quality materials, programs and services through various formats in a respectful professional manner. Our goal is to meet the needs of the community at large in a changing environment and is dedicated to the right of public access to information and literacy for all.” Teri’s mission statement is: The Lima Library is to be a place for the Lima community to come together to learn and discover. “ The Board will revisit the mission statement in June and choose a final version.

Shirley asked Cathy and Jon to send their mission statements via email to everyone for review and we will choose a mission statement at the June meeting.

Cathy’s vision statement was: “The Library becomes a haven and center for the development of “community” in Lima. That the Library brings people together for enjoyment and education. That the Library provides services for all community members to use in their efforts to gain knowledge and understand the world”.

Megan noted the next step is the survey. Ron Kirsop, OWWL director, is putting together possible survey questions as a boilerplate for all libraries to use. We can then tweak it to suit our individual libraries or use it as presented. The questions should be ready by May 25th. Teri suggested Ron’s questions be the backbone of our survey . While the survey is not a part of the LRP, it is a useful tool in providing information on how groups and individuals see and use our communities.

Cathy VanHorne said we had produced a survey back in 2018 and interviewed people at the Farmer’s Market and around our neighborhoods. She had compiled the statistics for it into a spreadsheet. Debby produced the spreadsheet and trustees were given copies to review. We may want to reuse some of the questions. Cathy noted the importance of getting programs out to the community and ways of doing so.

Megan is not available to host a remote session of the June 5th cohort meeting at the library but if anyone has questions, please get them to her and she will forward them to Ron. The cohort meeting recordings are on-line and the June 5th session can be accessed by a zoom session by registering for it.

Cathy noted the past survey suggested more partnership with other groups and more open hours for on-site library access from various respondents.

Cathy would like the trustees to consider questions and discuss how data collected by the survey should be reviewed. We should be ready to adopt a mission and vision statement. She questioned how the trustees would like to contact the groups we had come up with previously to do the survey interviews and how long we should take. Megan noted Ron, OWWL director, had stated there would not be July or August cohort meetings so we do have some time. She could provide hand-outs at the counter for anyone coming into the library.

After discussion, it was noted the General Public including the Farmer's Market and the Ambulance and Fire Departments should be added to the groups to be surveyed.

Cathy asked if a synopsis of data to this point would be helpful. Teri Kruk responded and all agreed it would be. Cathy will get it together and Megan will make hard copies for everyone for review before the June meeting.

NEW BUSINESS:

Building Graffiti: There was a problem with graffiti on the front of the building. Megan cleaned it off and the board thanked her for doing so.

The Parking Lot:

It was decided in 2018 that the parking lot needs resurfaced. It was put on hold during Covid. The library will need to be closed for the three days it takes to get the work done and might be accomplished over a long weekend. The library is now waiting to do the surface work until after the town installs the new electric vehicle charging stations as a trench has to be cut to run the electric cables. Letta said the Town has received the grant for the stations but has received no indication of when the work will be done. She is hopeful the Town will be given a time-frame soon.

Tony, T&L Construction, has been notified of the crumbling sidewalk issue along the building. He thought he could have the work done within the next week or so. Megan will contact him again for a time frame on getting the repair done.

Budget:

There is still a 2% cap on the budget. Cathy would like to see some changes in how our budget. She proposed more open hours for the library by re-arranging the staffing schedule. She asked that Megan review the scheduling and see if anything could be done. Three people on at one time seems excessive for the foot traffic. If two were on at one time, it would allow the library to be open more hours without adding additional staff. This would provide more service to the community without additional expense. While agreeing with Cathy in principal, Debby reminded the Board that we can suggest but is up to the Director to set the schedule and hours as she sees fit.

Cathy would like the library to be open on Saturdays throughout the summer months. Teri agreed it should be open and that most libraries are. She asked Megan what our current hours were and Megan responded. The library hours are: Mon.:10am-noon & -1-8pm; Tues. & Thurs.: 1-8pm; Wed.: 10am-noon & 1-5pm; Fri.: 1-5pm,; and Sat. (Oct.-May): 9am-noon.

Cathy noted the library is open 33 hours when closed on Saturdays and 36 hours when open on Saturdays. Teri suggested this be looked at for next summer. It is too late to rearrange schedules and hours for this year. Barb said one of the things the Friends group would like to see is more hours that the library is open and that there be more consistency to the hours open for each day.

Cathy asked if Megan could get together a report of all programs and services up to the end of the year. It would help with the LRP. She would like to have a draft schedule for 2024 for the Board to plan and participate in things. It would help to see what services the library is

providing the community. Shirley stated it is too far out to plan as things change and opportunities arise that the library might take advantage of. Barb said a list of events scheduled until the end of the year would be nice for the Friends group. They are doing a handout for the Farmer's Market and she thought it would be great to include the information in it. Megan will give the Board what she has scheduled so far.

Cathy said Ron Kirsop was explicit in his LRP cohort meeting that we know what the library provides to the community and finding what the community needs are. It is a retrospective thing as well – were the needs met. She would like Megan to integrate it all together. Jon saw the need for review of programs but suggested a more moderate approach. Megan could give us what she currently plans, and the Board could add this report into our plan for next year. Teri would like the work to start in January, so the Board is more prepared for the budget meeting in June.

Be Well Lima:

Shirley said Megan had hosted Livingston County's Be Well initiative and asked her to elaborate. Megan said the group is just forming and looking for and finding ways to reach out to people. It is part of the Genesee Valley Health Partnership and promotes healthy living. The goal is to increase awareness of lifestyle choices and to reach out to the underserved communities in Livingston County. Their slogan is "Eat well, Move more, Stress less". OWWL had a "Walk to the Library" program in 2018 with a similar goal in mind. The next session will be at 9am on June 20th.

Summer Reading:

The summer reading program title this year is "All Together Now". Shirley liked the title and noted it could cover many topics. Megan said she is ready with the program. Barb said the Friends would be happy to provide information in their Farmer's Market if Megan would like them to.

Cathy VanHorne moved to close the meeting at 8:00 p.m. with a second from Teri Kruk. All were in favor.

THE NEXT MEETING WILL BE June 14, 2023 AT 6:30 p.m.

EXECUTIVE SESSION MEETING

May 17, 2023

At 8:01 p.m., Cathy VanHorne moved that the Board go into executive session to discuss personnel protocols and procedures between the Board and Director. Teri Kruk seconded the motion. All were in favor. Creating a memorandum of understanding was discussed. At 8:48 p.m., Cathy VanHorne moved to come out of executive session with a second from Teri Kruk. All were in favor. It was noted that no action was taken during this session. The meeting closed.

OFFICIAL

LIMA PUBLIC LIBRARY BOARD MEETING

July 19, 2023 – 6:30 p.m.

Approved: 09-20-2023

PRESENT: **Trustees:** Chair Shirley Caccamise, Cathy VanHorne, Teri Kruk, Debby Lund, Jon Grasso
 Library Manager: Megan McLaughlin
 Town Board: Leta Button
 Staff: Michelle Rohrbach, Marsha Osborne, Myrna Pease
 Public: none

The meeting was called to order at 6:30 p.m. by Chairperson Shirley Caccamise.

VOUCHERS: The May vouchers #53-71 and June vouchers #72-85 were reviewed. Teri Kruk moved to approve the vouchers as presented and Cathy VanHorne seconded the motion. All were in favor.

MINUTES: Minutes of the June 14, 2023, Special Budget meeting were reviewed. Teri Kruk moved to approve the minutes with a second from Cathy VanHorne. All were in favor.

FRIENDS OF THE LIBRARY REPORT:

Cathy VanHorne gave the report as President of the Friends Group, Barb Brenner, was unable to attend the meeting.

The Friends cheered the Lima Library Staff for the “BE WELL WALK” and the summer reading activities. The group has heard from residents of Mendon and Honeoye Falls that they now make trips to Lima due to an increase in social media and fun things to do.

They were happy to report a new member: Cassie Montermarano has a background in health and has ideas on how to bring mental and physical wellness to Lima.

Programming:

- Story Time trial wrap-up: May 6th had 7 children and 5 adults in attendance; May 20 had 7 children and 6 adults; and May 23 had 1 child and 1 adult. Various crafts were enjoyed.
- Book Tasting: presented by M. Depew & B. Lind as a joint venture with the library staff had 27 attendees.
- Spring Cleanup: Thank you to G. & E. Baker, B. Brenner, J. Moody, M. Depew, C. Rabe, and C. VanHorne.
- Game Night: continues throughout the summer
- Introduction to Canning had 7 attendees on May 22 & 0 attendees on May 23

- New Friends items:
 - The Little Library has been installed in the pocket park.

- Books for Babies have come through and books to be given out at Farmer's Market.
- Dance fundraisers are on hold
- B. Brenner is talking with Mendon to involve Pinehurst in the authors' talks happening on-line.
- Friends will be at the Great Pumpkin Day this fall and is in partnership with the Crossroads Days.
- The Annual Book sale is Friday, August 4th & Saturday, August 5th.

Shirley Caccamise mentioned the library is doing movie days and that is going well. She thanked the Friends for all they do.

Friends of the Library asked Megan McLaughlin to please get a "wish list" together for the group, Megan had one ready and produced it at the meeting.

Staff Report:

Shirley Caccamise said the Staff had asked to address the Board regarding concerns and suggestions for the Long Range Plan (LRP) the Board is currently working on. Michelle Rohrbach took the lead in addressing the Board with additional remarks as necessary from other Staff members present.

Michelle stated the first topic was libraries in general and Lima Public Library in particular. The topics tie into the Long Range Plan (LRP). The 2020 census is now available on the internet and shows a shift in demographics in the town and village of Lima. The population is younger than in the past. This changes public expectations for local libraries. Libraries in general seem to be shifting to less of an information and book center and more into community and/or recreation centers. Several reasons include but are not limited to post Covid 19 and new technology.

Past programming had been tied to the long standing mission statement where libraries prioritized book-based programs and used older census. The 2020 census data shows changes are needed to accommodate the younger population and consider their expectations, needs, and desires for the library to best serve the community.

First, the Staff would like to express their support for Megan McLaughlin for the job she is doing as manager. They feel she has the mission statement well in hand. They request the library's fundamental mission statement be implemented at a slower pace and through proper channels instead of a "tsunami of changes in programming, hours and staffing." It would allow Megan and her staff to adjust staffing levels, workloads, and funding in a much better manner if procedures were in place and followed. The library manager needs complete control of the library calendar and scheduling so there are no conflicts with library business, new PLS initiatives, or other groups wishing to use library space for their events. It is standard industry protocol to follow such a procedure – the staff checked with other PLS libraries. The staff feels these changes need to be addressed in our official LRP and mission statement for the library. The staff asks the Board to establish a written program request procedure that addresses scheduling concerns, set-up, and publicizing procedures. A new mission statement including the changes to programming would change the role of the library manager who will then be responsible for a more hands-on approach to programming.

The paid library staff needs to be in the loop when patrons ask about programs. Currently they often have no idea a program has been scheduled by the Friends and are unable to answer questions about the program. It reflects poorly on the library in general and leaves the staff in an untenable position. In turn, this affects morale. The staff would like to collectively consider future programming opportunities with the Friends.

The staff acknowledges and is appreciative of the Friends of the Library Group. They commend the Friends, headed by Barb Brenner, for all their work and enthusiasm. It is recognized that program opportunities at the library are largely due to volunteers. The staff expressed concerns regarding the role of the Friends and their interactions with the director, staff, and trustees.

The Trustee Handbook states: "a Library Board Trustee serving...as a [Friends] member significantly involved with the Friends' financial activities is a conflict of interest. It poses ethical dilemmas at Board Meetings. Trustees must exercise the Duty of Loyalty to the Library during a Board Meeting, not another organization (the Friends group)."

Michelle Rohrbach emphasized the Trustee Handbook (pg.74) states the purpose of the Friends group is to "support the library and the library board... in ways identified in consultation with the board and the director."

Regarding programming overall: The staff feels the programs the library offers are wonderful but questions the need to host so many given the size of the community, monies available and other circumstances. They would very much like people to stop comparing Lima Public Library with the Mendon Library.

Lima has the unique situation of being in a school district that is mainly in two counties – Livingston and Monroe. The school district is primarily in two village and town districts as well – Lima Town & Village, and Honeoye Falls Village & Mendon Township. It is unfair to compare the two libraries as the size, wealth, funding, etcetera available to each is completely different.

The communities are very different as can be seen by walking down each main street. Honeoye Falls has a park across from the library, several restaurants and businesses within easy walking distance and a good size grocery store to bring people into the village. Our park is a considerable distance from the library and the population and business district are much smaller. This impacts library use in Lima. It would be helpful if the library had a sign directing people off Main Street to the Library as it is tucked away on a side street and not easily visible to those passing through.

Marsha Osborne said they had gone to Honeoye Falls and spent time with the Mendon Library director regarding their children's programming. They saw the church by the park running a robust summer children's program; the Harry Allen park had many people there, and there were others walking the streets and frequenting businesses and restaurants. Lima does not have that level of foot traffic. Lima cannot be Honeoye Falls with its grocery, Pinehurst, and a full service pharmacy to bring in people. Our library has no where to expand, nor does it have the financial resources offered to the Mendon Library.

This comparison of "apples to oranges" is creating a morale issue among the staff. All the negative remarks and comparisons to Mendon are creating a negative workplace. The staff is professional in its treatment of all who come into the building, providing a service with updated displays, and a large collection both in the children's and adult rooms. Many patrons comment on how much they like the library as it currently is. They can get movies and audio

books as well as traditional items. Patrons appreciate a quiet place to sit and relax and others come just to have someone to talk to. The staff delivers books to houses for shut-ins. The Boy Scouts use the library. The library has the largest circulation in the county.

Michelle said this does include on-line circulation as well as materials physically crossing the desk. Myrna Pease acknowledged the in-house circulation decreased during and after Covid. Older regular patrons no longer stop in but many now use the on-line services.

The staff feels they should not have to feel like they are in competition with Mendon, nor do they see a need to do so. Lima is its own unique community, and they are proud of the library and to be part of the staff.

The staff are of the opinion that Megan McLaughlin, as director, should not ever need to work at the front desk. She has enough to do as director. This also will leave someone working alone if she needs to leave for a business meeting. Having less than two people working at a time becomes a safety issue and becomes a logistical issue with scheduling as these are part-time jobs and some have other jobs that could cause a conflict. The staff is the third lowest paid in the county and has the least rate of turnover in the county. They routinely go above and beyond their duties to help patrons.

They acknowledged that change is uncomfortable and the change away from the book based purpose of the library is challenging. The staff would like the Board to shift the mission statement to address the changes in our demographics and industry standards. What the Friends have done with programming is wonderful, but the library manager should and must oversee the calendar. The staff needs all the details about upcoming programs before they are publicized so they do not look unprofessional.

The library “is the place that offers the good stuff in life” and there is no way to library wrong. We are the sprinkles in peoples’ day” stated Michelle Rohrbach. She does not want the library to “forget the books.” “Like the Lorax speaks for the trees, we speak for the books.” Staff can always tie materials and services to any programming if given the chance. They ask for a chance to do so.

The library staff thanked the Board for listening to them and exited the meeting at 7:12 p.m.

OLD BUSINESS:

Chair Shirley Caccamise stated she was glad the Staff came and spoke to the Board. It is wonderful that they have such a great comfort level with the Board.

OWWL Survey:

The OWWL survey is ready for use. Ron Kirsop encouraged us to use or amend it to address our own needs. The answers will go back to OWWL for their use as well.

After some discussion and a few minor changes, the board agreed to use the survey. Director Megan McLaughlin will make the changes by the end of the week. A final collection date was not set but Megan noted the next cohort meeting is September 11th and completed surveys should be back to her by August 31st to give her time to work on her part of the tabulation.

The surveys will go out to the local churches, Village and Town Board members, Rotary, Scout troops, and handed out at Farmer’s Market. Physical copies are available at the library

front desk and on-line. It was agreed to include a QR code in the packets for those who might want to do so when approached at other venues. They will be available at the Book Sale during the CrossRoads Festival.

NEW BUSINESS:

Driveway Sealing & Sidewalk:

Megan McLaughlin said the parking lot sealing and striping had been completed by Blades Landscaping on June 8th. The sidewalk repair has not been done yet. She will remind the Town. Teri Kruk said it is getting bad enough to be on the point of being negligent. It really needs to be addressed. We have asked several times for the repair. Leta Button asked if Megan was seeking Town permission to hire someone to do it or funds for the repairs. Megan noted the library has funds to cover it.

Proposed Budget:

The proposed budget has been given to the Town Board for approval. Word has not come back yet. Town Liaison Leta Button replied the Town is meeting with the accountant to go over the numbers before voting on it and getting back to the Library Board.

Upcoming Programs:

Megan McLaughlin said she took the lead on the upcoming Library – Tenny Burton Historical Society program being offered on September 21 at 7:00 p.m. at the Town/Village Hall. The guest speaker is Derrick Pratt of the Erie Canal Museum, and the presentation is: “Pathway of Resistance: The Erie Canal and the Underground Railroad. Shirley Caccamise noted the Civil War Music program was successful. She is sure this one will be too.

Solar Eclipse:

Megan said the library will be hosting Jim Porter, a local NASA Ambassador, on September 28, at 6:30 p.m. in preparation for the April 2024 total solar eclipse. It is a big deal as the total eclipse will pass right overhead.

Leta Button said particulars are still being worked out for a watch party at Tubbs Park. The municipality will be receiving a large quantity of viewing glasses for local businesses to hand out and will receive funds for events to take place around the eclipse.

Megan McLaughlin noted there is a partial eclipse this October 14th as well.

Memorandum of Understanding (MOU) Agreement:

Shirley Caccamise asked Teri Kruk to present her version of the draft MOU between the Library Board and the Friends of the Library group. The MOU establishes the working relationship between the library and the Friends group.

Teri asked Megan to include the MOU used by Avon and by Naples libraries with the agenda mailing. She found them to be identical and apparently boiler plated from an early MOU and asked if Board members had reviewed them. They did not seem to be what Lima needed and dealt with money issues between the groups. She will work on a sample for the September meeting more in line with Lima’s needs. Teri suggested the Board consider putting a time limit on the MOU and reviewing and updating it on a three year cycle. The board liked the idea.

Cathy VanHorne said some of the money items need to be left in. The Book Barns status could be alluded to without going into detail. Lima does not seem to have a problem with the money earned from the yearly book sale.

Megan McLaughlin asked that all materials being donated go through the library first so she can pick out anything that would be of value to add to the library's collection.

Cathy VanHorne alluded back to a statement made by the staff. The MOU should address the calendar issue. The Friends can give the director a list of programs and proposed dates to facilitate a better interface between the library and the Friends group. She would like to see things work more smoothly between the Friends, the Trustees, and the Director and staff.

Megan voiced a concern over collecting and holding monies from Friends raffles, donations, and so forth. The reason for her concern is this money is considered public funds until she can hand it over and feels this is not the "best practice". She is not sure where she stands legally. The Library has no policy in place to cover this and Teri Kruk will look into the issue and report back.

Teri noted the library is fortunate to have such a vigorous Friends group and we all need to move forward in a positive manner.

With no further business to discuss, Cathy VanHorne moved to close the meeting. Teri Kruk seconded the motion. All were in favor and the meeting closed at 8:10 p.m.

Respectfully submitted,
Debby Lund

NEXT MEETING WILL BE: Wednesday, September 20, 2023, AT 6:30 p.m.

OFFICIAL

LIMA PUBLIC LIBRARY BOARD MEETING

September 20, 2023

Unapproved

PRESENT: Trustees: Chair Shirley Caccamise, Cathy VanHorne, Teri Kruk, Debby Lund, Jon Grasso
Library Manager: Megan McLaughlin
Friends Group: Barb Brenner
Town Board: Leta Button
Other: none

The meeting was called to order at 6:30 p.m. by Chairperson Shirley Caccamise.

VOUCHERS: Vouchers for July, #86-99 and August, #100-113, were reviewed and accepted.

MINUTES: Minutes of the July 19, 2023, Board Meeting were reviewed. Cathy VanHorne moved to approve the minutes. Teri Kruk seconded the motion. All were in favor. It was suggested that the meetings be recorded in the future. Debby Lund will look into it. Director McLaughlin said she believed the library owned a tape deck.

OLD BUSINESS:

FRIENDS OF THE LIBRARY REPORT:

- President Barb Brenner noted the Friends meeting was attended last evening by the Caledonia Library Board President Gail Milner. The Caledonia Library does not have a Friends group. The library is a recipient of a significant building grant.
- The Friends group has had a booth each month at the Farmer's Market.
- Game Night continues to be well attended.
- The CrossRoads book sale made \$727.00, and the group participated in the parade and hosted a scavenger hunt that was well received.
- Friends cosponsored a Books and Blood Pressure screening with the Lima Ambulance. Free Books were given out.
- "S'mores fun with Friends" program had nine attendees.
- Intro to Canning was a success and will continue.
- Cloud Dough, (similar to Play-Doh), event had 2 attendees.
- Bike Radio did not draw any attendees.
- The Friends will participate in the Lima Great Pumpkin Weigh Off and Ag Day to be held at Tubbs Park on October 7, 2023, from 10:00 a.m. – 4:00 p.m. The event is looking for volunteers in various areas. Friends will be hosting a children's event, mosaic with painted lima beans.
- Friends would like to get the Golden Agers involved in the Author Talks program.

- The Friends invite the Board members to attend their meetings. They would like to have more input into the library's Long Range Plan. Meetings are the third Tuesday of the month at 6:30 p.m. and are held in the Scutt Room.
- Barb expressed the Friend's thanks to Betsy for including the them in the fall Story-time program. They contributed with music and reading.
- Barb will meet with Director Megan McLaughlin to discuss the library's wish list previously presented to the group.
- The light above the outside entrance to the Scutt Room has not been repaired and there are concerns of someone sustaining injuries in the dark now that shorter daylight hours are here. Town Board liaison Leta Button will check into it. She noted there seems to be a problem getting the repair parts.

LONG RANGE PLAN:

Long Range Planning (LRP) survey results were discussed. Megan presented the results to the Board. She said Ron Kirsop, OWWL Director, would like a list of priorities for the next cohort meeting. The areas to be covered are sustainability, communications, outreach and expanded programing.

The survey results (see attached document) included hard copy, on-line version, and those sent through "Positively Lima". About ninety surveys were returned and Cathy VanHorne noted that is more than double the one done three to four years ago. The age range using the library the most are 35-44 and 65-74 years of age. Patrons overwhelmingly use the library for books and audio books more than other media available. DVDs and programming came in second and third. Patrons would like to see seating areas for quiet research, reading and computer use; more service programming; and mobile hot spots. Megan was able to get two hotspots, this request is being met.

Director McLaughlin said that sustainability would include assurance that the library is still here. One way to do that is to look at alternative funding. She presented an overview of a 414 vote. The Board felt they did not have enough information to include a 414 vote plan in the current LRP. The Board could explore it as an alternative funding later. Teri Kruk noted long term sustainability should be fundamental to any long range plan.

Cathy VanHorne reintroduced the idea that each board member be assigned a different segment of the library functions and services to follow and research, then report their findings to the Board.

Cathy sees becoming more community oriented as a more pressing goal than sustainability. This relates back to the survey data and community involvement through services and programming. These need to be successful before focusing on funding. What can the library provide that is a unique service?

Barb said the Friends would like to see the library take over programming through a gradual transition. The Friends saw a need and filled it but are willing to step back at this point while continuing to provide support to library staff.

The suggestion was made that the Library Board attend the Village and Town Board meetings a couple of times a year to share who the library is and what it does; visibility within the community is key. Barb noted the Board had wanted to survey local community groups

such as Kiwanis, Rotary and the churches. Had this been done? Some progress has been made but it will not be completed for inclusion in the current LRP.

Cathy VanHorne suggested building doner relationships with local businesses and other community groups. Shirley Caccamise noted this is already being done. The library has doner cards at the funeral home. Dipper Dan's provided one scoop ice-cream cones for those who completed the summer reading program. Megan McLaughlin said Director Kirsop indicated if a priority service is already being met by another community group it can be eliminated from our plan. Understanding the needs and services that are already adequately being addressed in the community would change our focus.

At the cohort meeting Director Kirsop stated libraries need to decide where we want our library to head and evaluate whether what we are currently doing is working. Are goals being met?

Teri Kruk asked Board members to work on the four areas listed below for our October meeting. Shirley Caccamise suggested we each bring a couple of ideas for these areas.

Sustainability:

- Funding options
- Increased visibility within the community
- Gaining community support

Community Relationships:

- Identify and contact local organizations
- Donor relationships with local businesses
- Partner with local artists and groups for programs
- Reaching underserved communities

Building:

- Building maintenance plan
- Equipment and furnishings
- Future use evaluation
- ADA compliant

Information Resource:

- Research and leisure activities
- Programming
- Educational opportunities
- Community recreational resource

Cathy VanHorne reminded the board the vision/mission statement has not been finalized yet and must be in place for the LRP by the November or December meetings. Everything needs to be finalized by the December meeting if not before.

MISCELLANEOUS:

Shriley Caccamise noted the carpet was cleaned over the Labor Day weekend. With no further old business, the board moved on.

NEW BUSINESS:

Director Megan McLaughlin asked the Board to amend the by-laws as follows:

“Amendment for Article II:

In case of a vacancy, the Library Board shall select a replacement Trustee and present their name to the Town Board for the final appointment. The Trustee shall fill the balance of the unexpired term.

At the beginning of each full or partial term, Trustees shall take an Oath of Office and submit it to the Secretary and the Town Clerk.”

This would become “c” of Article II. Cathy VanHorne moved to approve the amendment as presented. Teri Kruk seconded the motion. All were in favor.

STORYTIME:

Megan reported Betsy is coordinating the fall story time program. It will be held on Thursdays and Saturdays. Cathy VanHorne suggested the take home activity packets be reintroduced as they were a success in the past. Megan is also working on a children’s newsletter to go out monthly.

MISCELLANEOUS:

Director McLaughlin has partnered with Frontier to provide a call-in book reading that does not need internet access. Megan did not get the grant but did obtain a two year discount on the dedicated line needed for the program. It will be up and running soon.

The library has four passes to the Corning Museum of Glass available for patron use. Megan has addressed one of the survey requests and the library now offers two wi-fi hot spots.

ELECTRICAL WORK:

Town Board liaison Leta Button reported the electric charging station funding has been secured but not all the pieces are in place. She will keep us apprised.

Shirley Caccamise said the electric lights for the parking lot are still in the planning phase.

With no other business before the board, Cathy VanHorne moved to close the meeting. Teri Kruk seconded the motion. The meeting adjourned at 8:20 p.m.

Respectfully submitted,
Debby Lund

NEXT MEETING WILL BE October 25, 2023 AT 6:30 p.m.

OFFICIAL

LIMA PUBLIC LIBRARY SPECIAL LONG RANGE PLANNING BOARD MEETING

October 25, 2023

Approved: November 15, 2023

PRESENT: **Trustees:** Chair Shirley Caccamise, Cathy VanHorne, Teri Kruk, Debby Lund, Jon Grasso
 Library Manager: Megan McLaughlin
 Town Board Liaison: Letta Button
 Friends of the Library Chair: Barbara Brenner
 Public: Callie Rabe, Friends of the Library member – Story-time presenter

The Special Long Term Planning meeting was called to order at 6:30 p.m. by Chairperson Shirley Caccamise. It was noted that review and revision of the Long Range Plan was the agenda of the meeting.

Request to address the Board:

Callie Rabe asked to address the Board. Chair S. Caccamise replied the meeting is not a general one but was called specifically to work on the Long Range Plan (LRP). Barb Branner suggested the Board needed to hear Ms. Rabe as it pertained to a staff-patron interaction issue. Chair Caccamise advised Ms. Rabe that she could speak but should keep her comments to between five and ten minutes.

Ms. Rabe noted she has previously helped with Storytime as a Friends of the Library member. She had not done so for a while but had volunteered to do so now. The theme decided on for the presentation was Fall/Autumn and she asked staff for help locating children's books with fall or autumn in the title on the library computer. According to Ms. Rabe a staff member told Ms. Rabe there were no books with those words in the title available. She then asked for any with trees or leaves in the title and according to Ms. Rabe was again told there were not any. Ms. Rabe then proceeded to look through books in the children's room herself. She noticed the staff member in question removing books from a certain spot in the library and placing them elsewhere. Once the staff member left, Ms. Rabe found the collection and found it was a group of fall and autumn based material. She would like to know the procedure to file a complaint with OWWL as she does not feel our Board will address the issue.

Barbara Brenner said she had spoken with Director Megan McLaughlin and neither she nor Ms. Rabe felt Director McLaughlin had addressed the situation to their satisfaction. Therefore they had come before the Board. Director McLaughlin stated she had addressed the issue with the staff member in question and thought the matter was resolved.

Ms. Rabe was told OWWL does not have any jurisdiction over Lima's staff. Trustee Teri Kruk asked why Barb had spoken with Megan rather than Ms. Rabe doing so as would be a more normal procedure. As far as the issue not being resolved, the Board was listening, and all agreed that as presented by Ms. Rabe there was a legitimate complaint. A further issue was raised by Ms. Brenner as to the Fall display in the entrance foyer that had children's books in it. The question was asked as to whether the display was put together before the incident and

neither the Board nor the Director were certain as to the precise timing of the assembling of the display in relation to the event recounted by Ms. Rabe. Trustee D. Lund suggested the library should have a complaint form for patrons and staff should problems arise in the future. She also suggested the library should have an incident report sheet for accidents that occur on library property. The idea will be added to items being reviewed for the LRP.

Trustee T. Kruk motioned to go into executive session to address a personnel issue relating to a specific staff member. Chair S. Caccamise seconded the motion. The vote carried and the Board entered executive session at 7:00 p.m. Trustee C. VanHorne motioned to close executive session at 7:45 p.m. with a second from Trustee T. Kruk. The motion carried. It was noted no action was taken.

The suggestion was made, and the consensus of the Board was to send a letter to Ms. Rabe. Trustee Kruk volunteered to draft a letter for Chair Cassamise approval to Ms. Rabe regarding the incident with the staff member.

Debby Lund, Teri Kruk, and Leta Button departed the meeting room to view the display case. Conversation continued regarding the incident that was reported to the Board by Callie Rabe. The Director became agitated and declared that she was tendering her resignation letter. The Director departed the meeting room. Debby Lund, Teri Kruk, and Leta Button returned. The Director returned with her resignation letter. Teri Kruk suggested that Megan McLaughlin consider her resignation further before submitting. Megan agreed.

Long Range Plan:

The meeting continued with the original purpose of the special meeting- the Long Range Plan. Chair Caccamise asked Trustee VanHorne to spearhead the discussion. Cathy started with the survey results. Books and programs were mentioned most often when asked what services were most important for the library to provide.

At the last meeting, Teri had blocked out four main categories for consideration:

1. Collections
2. Programs
3. Building
4. Sustainability

Collections:

Cathy led the discussion with collections. The surveys showed books are still the most important part and patrons would like to see more new books provided in a wide range of genres. Schools should be contacted for current reading lists and technologies.

The library should commit to a bi-annual review of the collections and technology. Megan noted the library does collection review by areas on a continuous on-going basis. The former director had laptops for staff use but not for lending. The library does have computers for in-house patron use. Megan could look into laptops or tablets if a need is found. E-readers and scanners are another possibility. All agreed there is a need to adjust for the current public use of technology.

The suggestion was made to provide more current information, possibly in the form of several newspapers to offer a balanced view of the news. Megan said the newspapers are kept

behind the desk as they often disappear within minutes if left out in circulation, but the library does offer them as a news source in addition to the periodicals.

Programming & Services:

Storytime should be on-site as well as a take home program. A committee of staff, a board member, director, and Friends member was suggested to go over programming. The Friends would like to turn some programs over to the library and would like to help with the implementation of the programs during the transition phase. Cathy suggested the Board provide better guidance to the director. It would be helpful to list how many programs should be available to the public and how often. Cathy suggested a twice weekly story-time hour, and one each: preteen, teen, and an adult program per month – male and a female oriented programs should be considered.

The Board was reminded responsibility for programming lies with the director. The Board can give broad outlines but not dictate times or dates.

Community Outreach:

The Board had already discussed reaching out to various local groups to identify what role the library might play with them. Some groups mentioned include Rotary, Historical Society, schools, various youth groups and churches. The library could consider partnering with local artist groups. The library should continue participation in community events – Farmer’s Market, Crossroads Festival, Trunk or Treat, etc.

Cathy said budgeting for equipment such as that necessary for events should be considered and included in the plan an example would be a canopy for Farmer’s Market.

The Board should do an annual or biannual presentation to the Town Board for visibility. This presentation should include the library’s events, vision and budget outlining what has occurred since the last presentation.

Sustainability:

The library should investigate the details of a 414 vote and other forms of future financing. Endowments would be other area for investigation.

The library should work more closely with the Friends group. Clear objectives should be reached, and accurate data kept that includes financial and general aspects of programming, number of programs, and attendance records for each event.

The library board should present the Town Board with a long term financial goal whether the goal is achieved or not. One goal would be how the library supports the community.

Building & Maintenance:

Trustee C. VanHorne saw a conflict of use in the survey between patrons wishing to use the library as a quiet resource for study or contemplation versus those there for socialization and programming activities. Restructuring of the use of certain areas might accomplish this.

These issues could be addressed by hiring an architect or engineer to access the library building and space. The study could include reimagining current space and the potential for

expansion either as a second story addition or addition to the front of the library as well as a cost evaluation for either scenario.

The LRP should include a building maintenance plan to upgrade the HVAC and electrical circuitry for future technological needs, building repairs and furniture upgrades and replacement costs.

Mission and Vision Statements:

The consensus of the Board was the mission statement should be Trustee C. VanHorne's with the replacement of recreational activities with leisure activities.

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

The Board liked Trustee J. Griffo's vision statement:

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

With no further business to discuss, Teri Kruk moved to close the meeting with a second from Shirley Caccamise. All were in favor and the meeting closed at 8:28 p.m.

Respectfully submitted,
Debra Lund

OFFICIAL

LIMA PUBLIC LIBRARY BOARD MEETING

November 15, 2023

Approved December 20, 2023

PRESENT: **Trustees:** Chair Shirley Caccamise, Cathy Van Horne, Debby Lund, Jon Grasso, arrived at 6:40 p.m.

Absent: Teri Kruk

Library Director: Megan McLaughlin

Friends Group: Barb Brenner

Town Board: Leta Button -absent

Other: Renate Goff, Director – Caledonia Library

Grace Frenzel, Director – Avon Free Library

Margo Prak, Director – Dansville Public Library

Michelle Rohrbach -Staff Librarian

Marsha Osborne - Staff

MEETING: The meeting was called to order at 6:30 p.m. by Chairperson Shirley Caccamise. She welcomed our guests and staff.

VOUCHERS: Vouchers were reviewed and accepted: September #114-124 and October #125-138.

MINUTES: September 23, 2023, minutes were reviewed. Cathy VanHorne moved to approve the minutes as presented with a second from Jon Grasso. All were in favor.

October 25, 2023 minutes were reviewed. Cathy VanHorne moved to approve the minutes as amended. Jon Grasso seconded the motion. All were in favor.

Director Support: Chair S. Caccamise invited the guests to address the Board. Grace Frenzel, Avon Free Library Director, said the three directors were there to show support for Megan McLaughlin, our director. They have experience working with Megan on both a county and system wide level. Megan is a kind, hard-working individual, adept in the English language. Lima could not ask for a better director. She has been an asset to the Livingston County Directors Association and is an asset to the Lima Public Library at this level and also for her work within the greater OWWL system. Directing a small library is an honor and privilege but is also hard work. Small libraries have a small staff and should not be compared to larger libraries with greater staff and resources in the services and resources they can provide. The staff is one of the greatest assets of a smaller library and needs strong leadership. The directors present feel Megan McLaughlin provides this. OWWL provides valuable guidance, but directors need the backing of their Board of Trustees. Megan is under considerable stress and the librarians present would ask us, the trustees, to provide that support.

Shirley asked if the staff would like to address the board. Michelle said she and Marsha are there to support Megan. She has done a good job. Megan has had to work with a

lot of people coming at her from different directions but has been meeting the challenges and keeping everything together. The current staff have been with the library for a long time and love working there. The positive work environment and Megan's management have been one of the reasons for the low employee turnover. However, about a year and three-quarters ago this began to change and became negative. Various people were questioning Megan's management style. The staff would ask that all people follow the rules.

Marsha said she agreed with Michelle. Megan has been doing a great job and has been unfairly singled out for not doing things the way other people want them done. This has a negative impact on staff as well as on Megan. The staff wants the Board to know they support Megan. The nonsense about her not doing things correctly should stop as this is the source of stress and negativity. Some staff members have stated they will leave if Megan does. We all need to be professional and work together. Megan is doing a fantastic job and the Board and Town of Lima need to recognize that.

Debby passed around a letter the Board received from OWWL Director Ron Kirsop expressing his appreciation for the work and dedication of Director Megan McLaughlan. He noted "she has been an incredible asset to our library community. Her voice on the OWWLDAC Executive Committee and the Director's Advisory Council Meetings have been incredibly valuable... Your library has a fabulous Director."

Friends Report: Barb Brenner began her report by thanking Jon, Cathy and Debby for their help with the Friends booth at the October Pumpkin Festival. The Friends are wrapping up their second half of this year's schedule with a book tasting; the Christmas program – December 8 at 7:00 p.m. with the BCW Trio - all are invited to attend; and game nights in November and December. They are planning the first quarter of 2024 with a continuation of game night and a children's and an adult program: genealogy and origami. The Friends will be providing \$400.00 to the library for a children's area sensory section and supplies.

Storytime: Megan reported Betsy, a staff member, started fall story-time twice a week and has decided she has taken on too much. She will be eliminating the Thursday program at the end of November as attendance has fallen off since the start of the program. Saturday mornings have much better attendance. Santa will visit the library on December 23rd.

OLD BUSINESS:

Long Range Plan (LRP): Cathy suggested we review comments made by OWWL Director Ron Kirsop relating to the library's survey results as we presented them to him. Cathy suggested we have a vision of how these goals may be achieved, how to obtain necessary resources and have a timeline and way to measure progress. We should see what specifically did or did not work and move forward. Evaluating a program may show the library a way forward rather than giving up on a specific program. She suggested there might be other opportunities to serve the community if one program does not work after other avenues have been explored. The library should continue to look for those opportunities.

- Programming: the suggestion was to remove Female and Male from the Adult listing of programs needed to meet community needs. Our survey findings

indicated men would appreciate programs geared towards them or perhaps more neutral offerings. Megan suggested more programming like the joint Library- Historical Society ones. While Male and Female could be eliminated, the idea can be kept in mind for future programming.

- Program Actions: remove the number of weekly story hours to allow evaluation at six month intervals to determine what works and is needed.
- Comments regarding Friends Group and Library interaction: Rather than use Ron's suggestions for clearer clarity of separation between the Library and the Friends, the Board felt the MOU with the Friends group could address this section. Shirley noted a committee of Friends, staff and a trustee creating a joint programming schedule would allow for timely advertising and event participation and should be left in. She agreed this could be accomplished with the MOU.

Cathy would like this section left in as the Friends group provide a current funding source and many programs, as such they are integral to library programming. They would like to turn over many of the programs to library staff and would help with the transition phase. Ron suggested the library should give the Friends Group clear direction on their fund raising efforts.

- Collection: The survey showed that books are still a very important component. Megan noted in the collection action items, the first statement to continue analyzing and updating two areas of the book collection annually is not really needed. She and the staff update sections continuously on a rotating basis. Cathy asked Megan if one collection goal might be to include more religious fiction as Friends were often asked at the Farmer's Market for such books. Megan responded she does have a spirituality section and would look at available religious fiction. The library does have some titles in this category.
- Technology: Ron stated: "Technology should be in more generic terms such as Evaluating additional technology serviced for our community. Internal plans can have specific items as they are identified." Cathy would like to see #5. "Continue to work with the local schools to provide needed books, technology or programming that enhances their work" left in.
- Community Outreach: Ron's suggestion is to remove specific groups from this section. This allows the library more latitude to approach other groups where shared services might benefit the community. The library may find there is no opportunity with the group and the library for shared community service and therefore no avenue to move forward with a specific group.
- Sustainability: Megan noted she is currently working on this and will have more to report at our next meeting. The Town suggested the library look for possible additional funding sources, by adding donations and endowment information to the webpage, etc. Megan spoke with Ron Kirsop regarding the suggestion and was told the library cannot legally do so.
- Buildings: The LRP lists hiring an engineering or architectural firm to reimagine the layout for the library. This would provide data on updating the building to address concerns raised by the survey including the outdated look of the

building, lack of quiet space, and a lack of innovative children's space. The building maintenance portion should include repair/replacement schedule for all the systems – HVAC, electrical, ADA compliance, plumbing and flooring. Shirley said carpet replacement has been discussed and there is a need to do this. She would like this item left in. Cathy suggested the Board work with the town on this section. They would have information on applying our resources to the best advantage. Most actions require funding and the reserve funds could be used. Megan said the only funds not already allocated are those received from Livingston County. Reserves can be moved as needed. Some funds will need to be reallocated at the December or January meeting.

Cathy concluded that a clear mission statement also includes objectives, evaluation, a clear timeline, and resources available to achieve the goals. This was the framework given to the library by OWWL. The Trustees should be ready to finish the LRP at the December meeting. Megan had spoken with Ron Kirsop and he would rather we took a little extra time than turn in an LRP if we feel the need.

The vision and mission statements are done and were agreed to at the October Special Long Range Planning Meeting. Chair Shirley Caccamise said the LRP can be polished off and finished at our December meeting. She asked the trustees to give any further thoughts to Megan. Megan will get them to Ron Kirsop, OWWL Director, for his comments and approval.

NEW BUSINESS:

Director McLaughlin presented the 2024 data sheets for meeting dates, library closings and hours, and voucher signing dates. Debby Lund moved to approve the data sheets with a second from Shirley Caccamise. All were in favor.

Shirley asked if Megan would try having the library open Saturdays all year round. Megan said that was the plan. Jean will do the Saturday hours from October to May and Sam has agreed to work the summer hours.

Cathy Van Horne moved to close the meeting at 7:27 p.m. Jon Grasso seconded the motion. All were in favor and the meeting closed.

Respectfully submitted,
Debby Lund

THE NEXT MEETING WILL BE Wednesday, December 20, 2023 AT 6:30 p.m.

OFFICIAL

LIMA PUBLIC LIBRARY BOARD MEETING

December 20, 2023; 6:30 p.m.

Approved: 01-17-2024

PRESENT: **Trustees:** Chair Shirley Caccamise, Cathy Van Horne, Teri Kruk -arrived 6:40 p.m.,
Debby Lund, Jon Grasso
Library Manager: Megan McLaughlin
Friends Group: Barb Brenner
Town Board: Leta Button
Other: none

Meeting was called to order at 6:30 p.m. by Chairperson Shirley Caccamise.

VOUCHERS: The November 15, 2023 vouchers #139-148 were reviewed and accepted.

MINUTES: The November 15,2023 minutes were reviewed. Jon Grasso moved to accept the minutes as presented with a second from Cathy Van Horne. All were in favor.

FRIENDS OF THE LIBRARY REPORT:

Barb Brenner reported the book tasting went well. The Holiday Christmas concert had thirty-five attendees. Thirteen people attended game night, it will no longer be scheduled by the Friends. Arjay Romanowski will wait to be contacted by the Library Director about continuing game night. The Friends sent a letter to the library letting them know they will be fundraising next year and will work on greater community awareness. The Friends care about the library and would like to help in any way the library has needed.

OLD BUSINESS:

Long Range Plan (LRP):

Chair Shirley Caccamise asked the Board to review the draft LRP. Did anyone have suggestions or changes? She noted the mission statement and vision statement had been reviewed at the November meeting. As no one suggested any changes, they will be approved in January with corrections as made to the final draft. Megan will forward the Board a final copy with the corrections made.

There are five sections for review: Programming, Collection, Community Outreach, Sustainability, and Building. The Board went through the draft plan.

Changes to the draft:

- Programming: change quarterly to monthly for program review; add evaluation of programs to 2026 and change quarterly programs to monthly in 2025 and 2026. Remove Partner with local artists... from 2026.
- Collection: Add continue to work with local schools ... and technology to 2025 and 2026. Evaluate this need each year and adjust as needed.

- Community: Add 2025 actions to all columns
- Sustainability: Change second 2024 action to “Research various means for tabulating library use”. Add this statement to 2025 and 2026 columns. Add “provide a financial plan to the town” to 2025 column.
- Building: Change 2024’s 1st action to “Engage with the Town to initiate an engineering study to reimagine library layout and provide data for potential capital campaign objective.” Add “paint and update as needed in Scutt Room addition” and “evaluate budget impact of building maintenance” for 2025 and 2026. In 2025 column, add 2024 objective to “Engage with Town... capital campaign objective”; add “Repairs as needed and identified in maintenance plan” and Evaluate budget impact of building maintenance” for 2026. The 2026 column gains two actions – “implementation of previous year’s findings” and “Evaluate budget impact of building maintenance for potential project in next long range plan”.

Megan will send the Board a clean copy for final review and approval at the January 17, 2024 meeting.

Shirley asked Town Liaison Leta Button how the Town viewed their role with the library. She answered they looked at lighting and items like that rather than an active role in how the library maintains the building. Cathy noted the Town DPW has been very good in general; however, the Board and library staff need to be more proactive in noting items that need attention. The chain link fence was overgrown with foliage and the Town superintendent was very responsive once made aware of the issue.

Teri suggested the Board implement findings from 2024 and 2025 into the 2026 budget and the Board plan and evaluate the impact of various actions each year. Cathy asked Leta if the Town has an engineering architectural firm and Leta said yes. Cathy suggested the Board ask Supervisor Mike Falk to have the firm do an architectural engineering study of the library.

Cathy Van Horne moved to approve the changes made to the LRP at this meeting. Teri Kruk seconded the motion. All were in favor. Director McLaughlin said she would update the draft used for the meeting and send Board members a finalized copy.

Memorandum of Understanding (MOU):

Teri Kruk noted she had sent out the first draft of the MOU between the Library, Library Board and the Friends of the Library. She said the first two MOUs she researched and gave the Board for review showed Avon and Naples obviously had an issue over money between the groups. Our library does not, therefore she did more researched and drafted the proposed MOU for the Board’s review. This should be considered a beginning point for discussion and not the final MOU. The Board needs to come to a consensus before sitting down with the director and the Friends group. It is a working document and can be revised and revisited when appropriate. Shirley said the trustees could review the draft and discuss it at the January meeting.

NEW BUSINESS:

End of Year Budget:

Director Megan McLaughlin presented Budget modifications for approval.

LIBRARY FUND

Transfer From:

L7410.45 Utilities \$ 2,700.00
L7410.469 Building Services \$ 2,400.00
L2401N NYClass Interest \$ 1,240.00
Unexpended Balance \$ 10,422.00
\$ 16,762.00

Transfer To:

L7410.143 Library Other Staff \$ 2,000.00
L7410.2 Equipment \$ 108.00
L7410.410 Books \$ 5,413.00
L7410.414 Down Loadable Audio Books \$ 509.00
L7410.415 eBooks \$ 509.00
L7410.429 Programs Supplies \$ 4,302.00
L7410.43 Office/Libra. Supplies \$ 1,207.00
L7410.431 Telephone Expense \$ 921.00
L7410.433 Postage/Freight \$ 9.00
L7410.434 Publicity/Printing \$ 482.00
L7410.435 Travel \$ 47.00
L7410.451 Custodial Supplies \$ 232.00
L7410.452 Building Supplies \$ 49.00
L7410.900 Other Misc. \$ 57.00
L9060.8 Hospital/Medical \$ 917.00
\$ 16,762.00

Cathy Van Horne moved to approve the budget modifications as presented with a second from Debby Lund. All were in favor and the motion passed.

Cathy suggested the Board move some unexpended balances into reserve funds. The Board should look at the reserve funds as we cannot leave too much in them. Megan noted there is about \$12, 500 that Livingston County sends as support under grants in the budget.

Trustee Terms of Service:

Shirley said the Board must appoint a replacement for Cathy’s remaining term and Debby Lund will finish out Sandi Shusda’s unfinished term on December 31, 2023. Shirley said Leta Button has applied to fill in the remainder of Cathy’s term & asked if Debby would like to remain on the Board and serve as her own first term. Debby said yes. Cathy Van Horne moved to appoint Leta Button for the remainder of Cathy’s term and Debby Lund for a five- year term as Trustee beginning January 1, 2024. Jon Grasso seconded the motion. All were in favor. The names will be sent to the Town Board for approval. Shirley reminded Leta and Debby they will need to sign the Oath of Office upon the Town Board’s approval.

Director Megan McLaughlin's Resignation:

Megan has turned in her resignation letter and her last day will be January 18, 2024. She expressed her regret and noted how the library has always been her happy place and how many wonderful people she has meant in the community while serving as Director.

Cathy Van Horne spoke for the Board and thanked Megan for her service to the library and the community at large.

Chair Shirley Caccamise thanked Cathy on the Board's behalf for her years of service. She presented a quilt to Cathy from the Board as a parting gift and wished her well.

Everyone joined in with best wishes to Cathy and Megan.

Debby had contacted the Livingston County Civil Service Board regarding Megan's resignation and the need to find a new Director. This is a civil service position and she thought it would be helpful for the Board to know the Civil Service Board's requirements. She passed out an email listing these received from the personnel department. She asked if the Board was ok with her speaking with Shari Nichols in the personnel department before writing and sending a draft advertisement for the position to the trustees for approval. It was agreed that would be fine. Sheri told her the Board would need to work with the Town Clerk as the Town owns the building and handles some of our funds through their office. Shirley noted the library uses the Sentinel as our primary newspaper and the ad could be placed in the Penny Saver as well. Debby said Shari had told her we should also place the ad on the library's website. The Board will move forward with finding a new director as quickly as possible.

With no further business to discuss, Teri Kruk moved to close the meeting at 7:50 pm. Jon Grasso seconded the motion, and all were in favor.

Respectively submitted,
Debra Lund

THE NEXT MEETING WILL BE January 17, 2024, AT 6:30 p.m.