

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 25<sup>th</sup> 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 2<sup>nd</sup> & 4<sup>th</sup> 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 13<sup>th</sup> 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 2<sup>nd</sup>; 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 20<sup>th</sup> 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 18<sup>th</sup>. 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 20<sup>th</sup> 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 25<sup>th</sup>. 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 5<sup>th</sup> 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 5<sup>th</sup> 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, Town Highway Department, has been notified of the crumbling sidewalk issue along the building. He thought he could 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 20<sup>th</sup>.

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.