

OFFICIAL

LIMA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

--July 10, 2024--

PRESENT: **Trustees:** Debby Lund (Chairperson), Jon Grasso, Shirley Caccamise, Leta Button, Teri Kruk
 Library Manager: Leslie Reyman
 Friends Group: None
 Town Board: None
 Other: None

Meeting called to order at 6:30 p.m. by Chairperson Debby Lund.

Minutes of the June 5, 2024 meeting were reviewed. Leta Button moved to approve the minutes; Shirley Caccamise seconded the motion. All in favor; none opposed.

New Business Discussion.

Patio The patio off the front of the library is in need of “refreshing”; it is not as inviting as it could be for patrons. It was noted that the table on the patio has a donation plaque noting it was from Pinehurst. It was discussed that perhaps the plaque (if the table is replaced) could be appended to something else. Library manager Reyman is looking to purchase of items for the patio.

Interior Painting. Discussion of the color and cost of the interior painting of the Scutt Room. It was noted that if the painter’s estimate goes over \$1,000, we would need to get a second bid.

Leslie Reyman and Board Chair Debby Lund are attending Procurement Training session at the Town Hall. The training will provide valuable information around the requirements for procurement process and what documentation must be provided and retained.

HVAC Assessment. Discussion around having Clark Patterson company undertake an assessment/evaluation of the library’s current HVAC/electrical systems and evaluate for upgrade needs. The cost would run between \$3,000 and \$6,000. Teri Kruk moved to approve engaging Clark Patterson for these purposes; Shirley Caccamise seconded. All in favor; none opposed.

Fence Update. The Town/Library owns the fence that was recently damaged (south side of property). Repair will occur eventually.

Yard cleanup. Village crew does not do the “cleanup” although it has been doing the mowing of the lawn and weed whacking.

Executive Session. Leta Button moved that the Board go into Executive Session to discuss Library Manager contract. Shirley Caccamise seconded. All in favor; none opposed. Leta Button moved that the Board come out of Executive Session; Jon Grasso seconded. All in favor; none opposed. Action Taken: Library Manager’s contract formally approved.

Personnel Policy. Continued discussion of possible revisions to Library’s personnel policy.

Other Matters Discussed. Shirley Caccamise requested an adjustment on the dates for voucher approval and signing—should be Wednesday July 31, August 1 and August 2.

Budget Item. Current reserve totals should be reviewed and there needs to be further discussion about utilizing the reserve funds for library needs.

Shirley Caccamise moved to close the meeting; Leta Button seconded; all in favor; none opposed. Meeting adjourned at 8:08 p.m.

Minutes submitted by Teri Kruk, Secretary