

OFFICIAL

**LIMA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

--September 25, 2024--

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

Meeting called to order at 6:32 p.m. by Chairperson Debby Lund.

**Minutes** of the July 10, 2024 reviewed and with one correction the minutes were approved. Motion to approve made by Shirley Caccamise; seconded by Jon Grasso. All in favor, none opposed.

**Vouchers.** Vouchers for July had previously been reviewed, signed and approved. The numbering of the vouchers had not previously been included in the Minutes and therefore we make note and mention of the same in today's minutes. July vouchers # 81-93

August vouchers #98-107 reviewed and approved.

September vouchers #108-118 reviewed and signed by entire Board for submission to Town.

**Friends Report.** The Friends will be hosting a Welcoming reception for Leslie Reyman at the Library from 4-7 pm on Thursday, September 26.

New officers for the Friends elected: Mallory Larkin, president; Eric Baker, vice president.

Book Sale at the Crossroads Weekend was successful, generating 30% for revenue more than the prior year's sale.

Friends attended their last Farmer's Market this past Tuesday and despite the rain it was busy. The Friends will have a booth at the Lima Pumpkin Fest on October 5<sup>th</sup>. The craft event they are doing encourages all to make a mosaic with colored lima beans!

**Budget Report.**

**2024.** It is expected that there will be a shortfall in the 2024 annual budget. After detailed discussion, motion made by Teri Kruk, seconded by Leta Button and approved unanimously by the Board to do the following adjustments:

Move \$3,000 from the Programming Reserve Fund (L878) and allocate

\$2,000 Programming supplies (L7410.413) and  
\$1,000 Travel/continuing education (L7410.43)

Move \$5,100 from the County Services Reserve fund (L878) and allocate  
\$2,750 to Books (L7410.410) and  
\$350 to Downloadable audio books (L7410.414) and  
\$2,000 to Ebooks (L7410.415)

**2025 Proposed Budget.** Chairperson Lund and Library Manager Reyman presented the proposed 2025 annual budget to the Town Board in mid-September. The Town Board directed that the 2025 budget proposal of \$201,853 be reduced to \$188,919. The library manager and the Board of Trustees will implement the necessary cuts to meet the new 2025 budget number.

### **Painting**

Harvey Decorators engaged to paint the Community Room and adjacent hallways. Total bill estimated to be \$3,625. Teri Kruk moved to take \$4,000 from the Maintenance Reserve fund and move it to account L7410.469 (building services) to cover expenses associated with painting. Shirley Caccamise seconded the motion. All in favor. None opposed.

### **Library Manager's Report (Leslie Reyman)**

Game Night. Arjay can no longer host the Game Night.

Staff. Ceci O'Dell resigned. Library manager has interviewed two people to replace her. Some hours have shifted to Joy Atkinson.

Library Manager will cover the Book Club, formerly done by Ceci, for the month of October.

Staff member Joy Atkinson is going to start Saturday story time. Hoping to launch October 12.

Leslie Reyman attended a Library conference in Springfield, Massachusetts along with OWWL colleagues. After discussion with the Board about the need to talk with the Board in advance, the Board approved the voucher for the Manager's expenses to attend the conference. OWWL also paid for a portion of the Manager's expenses to attend the conference.

Livingston County Capital Improvement Grant. Each year we are able to submit an application for a \$500 grant from the County for a capital improvement project. After discussion, it was decided that we would not submit an application this year.

Manager noted the need for clean up around the exterior HVAC unit. Will speak with the Town.  
Computers. Board discussed with Manager the needs around new computers for staff and public. It is likely that we will want 4 staff computers, 1 laptop computer for the Manager, and three public computers. Current estimate for cost is \$5,377. Computers are secured through OWWL. Leta Button made a motion to move \$3,000 from the Technology Reserve account to account L7410.2 (library equipment). Jon Grasso seconded the motion. All in favor. None opposed.

Carpeting. Manager Leslie Reyman to check into carpet replacement estimates for the library and assistance in the physical movement of books, etc. associated with such an undertaking.

### **Library Policies.**

The Board reviewed policies that required updating.

Board approved the following revised policies:

Open Meeting Policy. Teri Kruk moved to approved. Shirley Caccamise seconded. All in favor. None opposed.

Petty Cash Policy. Teri Kruk moved to approve. Shirley Caccamise seconded. All in favor. None opposed.

Updated Bylaws. Leslie Button moved to approve. Teri Kruk seconded. All in favor. None opposed. (As a point of general information, it was noted that a library Charter always supersedes Bylaws.)

Purchase Contracts Policy. Policy was updated to reflect appropriate dollar amounts. Teri Kruk moved to approve. Leta Button seconded. All in favor. None opposed.

### **Other Matters**

Shirley Caccamise is retiring from the Board at the end of calendar year 2024. An ad is being placed in the Penny Saver to solicit Board applications.

Motion to adjourn made by Teri Kruk and seconded by Jon Grasso. All in favor. None opposed. Meeting adjourned 8:37 p.m. next meeting Wednesday, November 13, 2024 at 6:30 pm.