



**Livonia Public Library Board of Trustees
Meeting Minutes**

Date: Tuesday, December 10, 2024

Time: 7:00 - 8:00 PM

Location: Patterson Meeting Room

Present: Shamika Fusco, Christine Cruso, Liz Smith-Rossiter, Mae Sharman, Rick Williams, Brian Donnelly, Denise Cendoma, Tammy Woodruff, Cori Quinn, Mary Mott, Sally Collins (Friends of the Library President)

Absent: Pete Dougherty (town liaison), Annette Meade (village liaison)

Meeting begins

7:00pm

Opening Public Remarks-

no public present

Approval of November 12th Meeting Minutes

Motion to accept minutes made by Mae; seconded by Mary. Motion passed.

Bills (November)

Motion to accept bills totaling \$5932.92. Made by Brian; seconded by Mae. Motion passed.

Friends Report (Sally)

December Projects

The Friends annual “I Spy for Kids” box and candy guessing game are on a display table near the railing, across from the circulation desk. The special surprise is * **Be a Snowman!** * Step behind the cutout and take your photo as a snowman. Don’t forget to share it on the Friends Facebook page!

The Livonia Library Friends meet twice a year, in April and October. In April, they’ll discuss what’s coming up in the new year.

* Bingo Night: Coordinated by Deb Adams and Jeanne Marquardt

* Spring Quilt Rale: With a donation from Sue Magin

* Pop-Up Book Sale in April

* Food Truck Event: Scheduled for June, with options for “School’s Out!” or “Celebrating Summer!”

* Graduation Scholarship: Announced in June

* Little Golden Book Sale TBD

* Silent Auction: To be held during National Friends of Libraries Week in October.

* Monthly Giveaways: November’s recipient, Cyndy Panipinto, won a basket featuring owls, a storybook, a tin container, and M&M’S candy and character.

2024 ALA National Friends of Libraries Week Award- submitted nomination by Christine with permission for the Socktober event. Waiting to hear on the results.

Director Report (Shamika)

- Remaining personnel funds proposal
 - ○ Proposal made by Library Director via email to transfer remaining funds from personnel monies to the capital reserve fund for the intended purpose of capital improvements (i.e. making improvements to the Patterson room)
 - ○ A conversation will be required with Ron (OWWL) and the Town to ensure this is done correctly. This will be tabled for the January board meeting.
- Building updates:
 - low battery sensor replaced on door
 - ceiling leak- gutter issue to be reassessed in the the spring
 - Question about gutter cleaning? recommended every fall- James will do it- we do have some funds in the maintenance line
 - hot water issue in patron bathroom- adjusted the key and hot water has returned

- Clock parts picked up last month- invoiced for service next year
- Liv Co capital grant- paying for installation of door counters (hopefully end of year)
- Community art grant- performances/ classes
- Native American Exhibit- the library was sent free books from OWWL to compliment the collection
- Good news- thank you from Lakeville Community pantry, card from Annie, Thank you to staff
- DAR- the library participated in reading essays for a scholarship; DAR awarded a small book grant to us.

Old Business

- Trustee Training (Sexual Harassment)- all requirements met!

New Business

- Library employee proposal to full-time (*vote required*)- motion to move Emily to full time status salary of \$36,000 eff. Jan. 1st 2025- Motion made by Mae; seconded by Liz. Motion passed.
- Hire recommendation of Library Page (*vote required*) Sara Hoff is a sub but her civil service title is library page- need to amend title from library sub to library page. Motion made by Mae; seconded by Brian. Motion passed.
- Sara Schlinger - proposed salary increase to \$36,000 eff Jan. 1st 2025 based on her years of service AND align with civil service salary. Motion made by Mae; seconded by Rick. Motion passed.

Committee Updates

- **Strategic Planning** (Christine, Liz, Mary, Mae)
 - Meeting update 11/26 with Ron (Liz, Christine, Shamika, and Ron)
 - Sustainable funding- other area library funding plans are impacting our options
 - Board will need to amend language in long-range plan
 - Ron will assemble detailed information for funding options; table until January board meeting
- **Personnel** (Christine, Liz, Tammy)
 - Director and Board performance review planning timeline- both reviews due by the Board this Friday 12/13
 - two forms that need to be completed
 - Shamika's self-assessment also due Friday 12/13
- **Policy** (Christine, Denise, Cori)
 - Safe Child Policy review (*vote required*)- conversation with Nancy about revised policy- Shamika feels confident with updated policy. Motion made by Brian; seconded by Mae. Motion passed.
- **Publicity** (Christine)
 - Scott Hooker - Artist Wall display- published the article in LCN
 - Sara Schlinger award - LCN article submitted but have not heard back on this article yet.
 - Shamika inquired regarding media policy if staff is contacted. Advised there is an existing policy. Shamika will review with her staff for awareness.

Adjournment-

Motion made by Mae; seconded by Denise. Motion passed and meeting adjourned at 7:45pm

Note: additional meeting materials are available upon request.

Next Board Meeting: January 14, 2024 at 7:00 PM (Annual Meeting following Adjournment)