



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

Date: Tuesday, January 14, 2025

Time: 7:00 – 8:30 PM

Location: Patterson Meeting Room

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

Absent: Liz Smith- Rossiter, Pete Dougherty (town liaison), Annette Meade (village liaison)

Meeting begins 7:00 pm
Opening remarks- None- no public present
Approval of December 10th Meeting Minutes Motion made by Brian; motion seconded by Mae. Motion passed.
Bills \$12,705.19 month of December Motion made by Mae; motion seconded by Cori. Motion passed.
Treasurer's Report (Brian) Trustee's Account: \$238.17 Capital improvement Fund: \$939.80 Emily Alvord Gazley Fund: \$7998.79 Total of all accounts: \$9176.76 Motion by Mae; seconded by Cori; Motion passed.
Director Report (Shamika) <ul style="list-style-type: none">• Highlights from Director's Report:• Great participation for programs• New fiscal year for pay started the week of Christmas (12/23/24)• Building & maintenance invoice from James was paid. We were mailed quote for flooring in Patterson Room (\$8180.00) will need to go to bid if we choose to move forward; Building committee may want to explore different flooring options• Sensor installed- operating- door count at end of month• Lease for copier has separate line for budget and repair- need clarity on how to keep track of that• Misc. hot spots are great- Matt was able to troubleshoot the patron issue• Livingston county sheriff contacts for burglar system- Shamika as primary and Christine as secondary• Correspondence- Thank you from Wild Briar seniors for holiday cards; thank you from Sarah H.• Girl Scouts want to bring animals - need insurance and service animal certification, which they did. Request for a future event using our space but the person is not a business entity or have service animal credentials. Defer to animal policy- do not want to set a precedent.
Friends Report (Sally) 2023/ 2024 Highlights: <ul style="list-style-type: none">• Bookcase - refreshed weekly• Pop-Up Book Sales• Free monthly giveaways; special event baskets• Displays in glass casing

- BINGO afternoon/evening
- Graduation Scholarship
- Support for Summer Reading
- Concert on the Library lawn
- Safe Halloween Event
- Afternoon & evening Euchre
- Food Drive to benefit local food pantries
- Fall Book Sale during Autumn in the Village Festival with support of LCS HS students
- “Socktober” Campaign (partnering with LCS) during National
- Friends of Libraries Week
- Biennial Silent Auction
- Friends December Table for younger patrons: I Spy; Candy guessing contest; Take your picture with a snowman cut-out
- Books for annual Donation Station, coordinated by Hayley Woodruff
- Raffle for king-size quilt; proceeds purchased library puzzle board

January 2025

We’re thinking of reviving our Readers are Leaders story times, which we last had in 2015. Back then, volunteers would read a story and then share their passion for reading with us.

We’ve begun receiving donations for our Silent Auction, which will take place in October during National Friends of Libraries Week (October 19-25). As we did last year, we’ll extend the auction to the following week. We hold the auction every other year.

Our membership continues to grow. We currently have 45 members, and many of them are actively participating in projects and activities.

The Wadsworth Friends group is hosting the recently formed OWWL Friends Council meeting on April 5. This in-person gathering brings representatives from member libraries’ Friends groups together to network and exchange best practices. Livingston County Friends is the strongest group in the OWWL system, and Mae and I plan to attend to share our ideas.

We’re also planning to introduce a food truck in June. We’ll meet in April to discuss the details, and I’ll share more information afterward.

Old Business

- Director Evaluation
 - personnel committee needed to reschedule so that has yet to be completed
 - delivery to Shamika by end of month (January)

Board evaluation- Christine reviewing and putting together summary and highlights; to be shared hopefully in February

New Business

- 2025 Proposed Holiday Schedule
 - New Years Day-Monday, January 1st
 - Martin Luther King Day- Monday, January 20th
 - Presidents Day -Monday, February 17th
 - Memorial Day- Monday, May 26th

- o Juneteenth-Thursday, June 19th
 - o Independence Day-Friday, July 4th
 - o Labor Day- Monday, September 1st
 - o Indigenous People Day, Monday October 13th
 - o Veterans Day, Tuesday, November 11th
 - o Thanksgiving Day- Thursday November 27th
 - o Christmas Eve - Wednesday, December 24th
 - o Christmas Day - Thursday, December 25th
 - motion to accept proposed holiday schedule made by Mae; seconded by Brian. Motion passed.
 - Reserve Fund Establishment- end of year reconciliation needs to happen before can propose a concrete number to be put into a capital reserve fund.
 - Resolution to create a capital reserve fund & building reserve fund
 - o looks like we already have capital reserve fund according to budget line
 - o resolution to establish building repair reserve fund. Motion to establish building repair reserve fund made by Christine; Mae seconded. Brian opposed. Motion passed to establish building repair fund.
- building repair reserve fund- repairs and maintenance
- Reserve Fund Policy review
 - o policy for managing funds (treasurer)
 - o need board approval for funds to be used
 - o motion to accept reserve fund policy made by Christine; seconded by Mae. Brian opposed. Motion passed.
 - Transfer money into the created reserve funds- need specific amount from Shamika- tabled reserve transfer report

Committee Updates

- Budget (Brian, Liz, Mary)
- Building and Grounds (Rick, Brian)- Rick had a clarifying question on Stephen about how he's paid; compensated through the library and given a raise.
- Personnel (Christine, Liz, Tammy)
- Policy (Christine, Denise, Cori)- next Tuesday 1/22/25 meeting to finalize policies (FOIL, Financial controls)
- Publicity (Christine)

Adjournment

Motion to adjourn made by Christine; seconded by Mae. Motion passed.

Note: additional meeting materials are available upon request.

Next Board Meeting: February 11th, 2025 at 7:00 PM



Board of Trustees Annual Meeting following Adjournment
of January 14th, 2025 meeting

Date: Tuesday, January 14, 2025
Time: 8:30 –9:00 PM
Location: Patterson Meeting Room

1. Minutes of the January 16th, 2024 Annual Meeting

Motion made by Brian; motion seconded by Mae. Motion passed.

2. Election of Officers: President, Vice President, Secretary, Treasurer

Motion made by Mae to keep officers as is; motion seconded by Brian. Motion passed.

3. Committee Assignments

- Budget – Brian, Liz, Mary
- Building and Grounds – Brian, Rick
- Personnel – Christine, Tammy, Liz
- Publicity – Christine
- Policy - Christine, Denise, Cori

4. Flag Dates

Motion made by; motion seconded by. Motion passed.

- | | |
|---|--------------------|
| ● Martin Luther King Day | Mary Bock |
| ● President's Day | Mae Sharman |
| ● Memorial Day | Tammy Woodruff |
| ● Flag Day | Cori Quinn |
| ● Juneteenth Day (June 20 th) | Liz Smith-Rossiter |
| ● 4 th of July | Rick Williams |
| ● Labor Day | Christine Cruso |
| ● September 11th | Brian Donnelly |
| ● Veterans Day | Denise Cendoma |

5. Additional Items- none

6. Adjournment

Motion to adjourn annual meeting made by Christine; Mae seconded. Motion passed.