

LIBRARY BOARD MINUTES

The meeting of the Parma Public Library Board was held on Friday, October 14, 2016 at the Parma Town Library.

PRESENT: Pat O’Leary (President), Becky Tantillo (Director), Alice Maxwell, Mari Crumb, and Linda Kirchgessner (Board Members) Marcia Doles (Friends Liaison) and Jim Smith (Town Supervisor)**Absent:** Roz Lipomi and Mary Jane Skarzynski,

MINUTES: Alice moved to approve the September minutes . Mari seconded and the minutes were approved.

BILLS: Frontier: \$202.94 R.G.& E: \$714.57 Total: \$11,810.61

Linda moved to pay the bills. It was seconded by Mari and passed.

SUPERVISOR’S REPORT: Jim informed the board about the ongoing negotiations concerning the town health care benefits. These health care plans have changed significantly . The old care plan is not offered anymore and employees must choose a plan by November 1. The cost to employees has increased but by comparison, Parma offers the most generous benefits on the west side. Jim is proposing to cover 80% of the health care costs for new hires as compared to the present 50%. This would help to attract candidates for any open positions.

Currently, the budget is under the tax cap but a ½ million dollar repair to the septic system at the Town Hall is in the future.

A solar energy update: The first plan never came to fruition because of problems on the intended site. The Town has been approached by at least 2 firms to make 10 acre solar farms and sell the electricity to the grid.

The Parks department does not have enough grant money to resurface the tennis courts so it will use part of the \$40,000 to redo the basketball courts. Tom will apply for more grant money to cover the tennis court expense.

There will be an initiative on the ballot in November to change the Highway superintendent’s position from an elected position to an appointed one.

FRIENDS’ REPORT: The bookstore has received book donations from the Kathleen Tenny Cat Shelter. The sign for the store is being repaired. Some nonfiction categories will be eliminated at the bookstore. October 25 at 5:00 is the setup date for the Fall Book Sale. Volunteers are needed. The Christmas party will be held at the Braddock Grill and Tavern on December 13. The Ice Cream Social was a success.

NEW BUSINESS: After a discussion of work-from-home expectations, a flex-time schedule option was approved for Amy and Becky. The schedule will be in place for a limited time, as long as all responsibilities are met and the staff is supportive. This will be revisited each month. Alice moved, Mari seconded, all approved.

Becky will invite Sally Snow, MCLS assistant director, to our January meeting to discuss trustee training options. There are webinars and training modules available.

Library hours will be changed on the 2nd Friday of November and December to accommodate Staff Meetings. With the new responsibilities for many staff members, the meetings provide a much needed time for discussion and cross training. November 11 the library will close and the staff will meet. December 9 the library will close at 2:00, with the Staff Meeting at 2:15-3:45, to be followed by the Staff Christmas Party. Alice moved, Linda seconded and the motion was approved.

Rebekah Ricketts has been hired as a page. She is a senior in High School and has been a library volunteer. Her work is being closely monitored and she is doing nicely. Linda moved, Alice seconded and Rebekah's hire was approved.

Mikayla Bennett's resignation was accepted. Alice moved and Mari seconded.

Budget: The budget is at a tentative stage with the town. Becky is looking into pay raises, especially for Linda, as she takes over the added responsibilities of Loretta's duties. With Loretta leaving in November, this is an opportunity to review the evening staffing needs and increase Robin's hours. Loretta's position is not being filled but her duties and hours are covered.

Becky is doing research on the cost of a fire alarm system with S and G. Presently, we use Simplex.

OLD BUSINESS: Rochester Window Cleaning Service has been contacted to clean the library windows, inside and out, partitions included for \$131.00. Alice moved and Linda seconded. All approved.

The selection of a door counter has been tabled until Becky checks on the warranty of the counters being considered.

DIRECTOR'S REPORT: A new contract with Time Warner is saving money by using the bundle option.

The Trustee Breakfast will be held Friday, October 28 @ 8:30 at the Henrietta Public Library.

A part-time clerk position is posted and interviews will be taking place in the near future. This will be a provisional position.

The libraries that agreed to share their new materials are part of a branch group. The sharing progression is: Parma residents first, then the patrons of the 9 branch libraries and lastly, to the patrons of libraries that did not join the program.

There is a new policy with Baker and Taylor in regards to how the Large Print books are ordered.

Executive Session: Entered into at 3:20 to discuss promotional titles. Session ended 3:33.

The next regular board meeting will be Tuesday, November 1 at 1:00.

A motion to adjourn was made by Alice, seconded by Linda and passed. The meeting was adjourned at 3:35.

Respectfully submitted,

Linda Kirchgessner, Secretary