

## LIBRARY BOARD MINUTES

The meeting of the Parma Public Library Board was held on Tuesday , November 1, 2016 at the Parma Town Library.

**PRESENT:** Pat O'Leary (President), Becky Tantillo (Director), Roz Lipomi (Adult Services Librarian), Alice Maxwell, Mari Crumb and Linda Kirchgessner (Board Members ) Marcia Doles (Friends Liaison) **Absent:** Mary Jane Skarzynski

**MINUTES:** Mari moved to approve the September minutes . Alice seconded and the minutes were approved\_by all.

**BILLS:** RG&E: \$576.10      Frontier: \$ 202.48      Total: \$4,882.12

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

**FRIENDS' REPORT:** August store earnings were \$556.25 with \$491.21 given to the library. September store earnings were \$521.71 with \$163 given to the library, The Scouts did a fine job helping with the set up of the October Book Sale. The four day sale brought in \$480. The Friends Christmas party will be held Tuesday, December 13<sup>th</sup> with the place to be determined.

**NEW BUSINESS:** There was a short discussion of the proposed closed dates for the library in 2017. Alice moved to accept the dates, Linda seconded and it was approved by all.

Loretta Kirk's resignation, effective November 30, 2016, was accepted. (She is leaving big shoes to fill. ) Alice moved, Mari seconded and it was accepted unanimously

After a lengthy discussion, the alternative compensation plan for the Librarian II promotion was tabled until next month. Becky is fine-tuning the parameters for the hours bank and investigating the cost of an institution membership to ALA.

**OLD BUSINESS:** Work-from-home check-in: Amy and Becky are using a Comp Time Tracking Sheet to keep track of at-home projects. The tracker will match the time sheet.

Sally Snow will be attending the January 2, 2017 board meeting. Sally wanted to know who had already attended the trustee training and what topics we would like more information on, to assist her in setting her agenda. Possible topics: the strategic plan, policy for law enforcement. Except for essential business, the January meeting will be devoted to Sally.

As of this meeting, nothing has changed with the 2017 budget.

Becky met with S&G to get information about the security system that they offer. S&G will submit a proposal to the library that includes a panic button, fire alarm, and security monitoring of the doors and windows. We are currently using Simplex.

Becky researched the door counter sensor with SenSource. One device, installation and one year of the Veia Cloud Platform comes to \$1,771.95. We can add a second device at a later time. The only ongoing expense is \$180/year for the Veia Cloud plan that includes the hardware warranty and tech support. Alice moved, Mari seconded and all approved the door counter purchase.

**DIRECTOR'S REPORT:** There are four interviews set up this week for the part-time clerk position. A decision will be made soon.

The NEW materials sharing program is working well. Parma has to tweak our DVD loan policy from 2 days to 7 days, to match the other participating libraries. Two copies of popular items will be purchased if we set up an Express Collection.

The staff is welcoming new job assignments as the responsibilities change with Loretta's resignation and the addition of a part-time clerk. As Linda takes over Loretta's duties, many of Linda's duties are being taken over by Laurie.

Becky attended the legislative breakfast on Friday, October 28. No chance to speak directly to Joe Robach but a note was sent thanking him for all his financial aid.

The 1,000 Books Before Kindergarten initiative is working well in Greece and Warsaw. Becky is planning to meet with the children's librarian from Greece to get some ideas of how this program could work in Parma. The importance of expanding our outreach to get patrons into the library at early ages was discussed. Also brainstormed outlets and ways to distribute free books to preschoolers. (WIC office, Parma Food Shelf)

The next regular board meeting will be Tuesday, December 6 at 1:00.

A motion to adjourn was made by Linda, seconded by Pat and approved. The meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Linda Kirchgessner, Secretary