

## LIBRARY BOARD MINUTES

The meeting of the Parma Public Library Board was held on Tuesday, December 6, 2016 at the Parma Town Library.

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

MINUTES: Alice moved to approve the November minutes. Mari seconded the motion, and it was passed.

BILLS: There were no bills due to Linda's illness. Loretta has come in to help out. *Bills were paid at end of meeting.*

FRIENDS' REPORT: Mainly Books/October sales - \$174.68; donations - \$108.14; memberships - \$210.00. Total October revenue (including the October Library Book Sale) - \$1,424.17.

Annual Report/Friends: Total revenue for 12 months - \$6,335.41 (including \$1,084.95 from the 2 Library Book Sales)

On-line sales were- \$174.15.

Library requests - \$99.00 per year for an Amazon account (Becky), and \$227.90 for children's books (Amy).

The Flea Market will be April 8, 2017.

NEW BUSINESS: Approval was requested for the hiring of Alison Pandina, who started three weeks ago. Alice moved to approve the hiring, and Mari seconded it. The Board passed the motion.

Becky presented the Board, for approval, a Resolution Establishing a Reserve Fund to make Technological Improvements to the Library. The money for this Fund will come from our Library Budget (line 442.00/Equipment and Rental); \$3,500.00 yearly. Mari made a motion to approve the Resolution. Alice seconded it. It was passed unanimously.

Regarding funds needed for Full Time Clerk benefits, the Town Board cut our 2017 Budget by \$5,000.00. It reinstated \$2,500.00. We have to match that amount to have the total that is needed. Becky will draft a letter to the Town Board with some alternative options.

OLD BUSINESS: The Board discussed an alternative compensation plan for the Librarian II promotions. The decision was made to offer a choice: 37 ½ hours sabbatical or an individual membership to ALA (at a cost of \$68.00/first year). Mary Jane moved to approve the offer choice, and Mari seconded it. The Board approved the motion.

Amy's work from home is going well with the established parameters. Alice moved to extend the time frame for her to continue with this arrangement until September. Mari seconded it. It was passed.

Becky reminded us that Sally Snow will be attending our meeting on January 3<sup>rd</sup>. She will be making a presentation.

Becky and the Board members reviewed our 2017 Budget as passed by the Town Board.

S&G's proposal to install a new security system was accepted. They have installed it (12/5/16), including a panic button, fire alarm and security monitoring of the doors and windows.

Our new door counter was being installed as we were meeting.

The final State Construction Grant paperwork has been submitted.

DIRECTOR'S REPORT: At the tree lighting ceremony on December 3<sup>rd</sup>. 272 books were given away.

There were 35 attendees at the Makers Club gathering to make Gingerbread Houses.

Two people have been banned from the Library for a period of one year.

The next regular Board meeting will be Tuesday, January 3, 2017 at 1:00 p.m.

A motion to adjourn was made by Alice, seconded by Mari and passed.

Respectfully Submitted,

Mary Jane Skarzynski, Acting Secretary