

LIBRARY BOARD MINUTES

The meeting of the Parma Public Library Board was held on Tuesday , March 7, 2017 at the Parma Town Library.

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

MINUTES: Linda moved to approve the minutes from the February 7, 2017 meeting. Alice seconded and the minutes were approved.

BILLS: RG&E: \$883.39 Spectrum: \$154.45 Annual Sewer Charge:\$260.00
Total: \$10,625.46

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

FRIENDS' REPORT: Mainly Books-January Sales: \$470.91 Donations:\$12.41

The **Spring Book Sale** set-up will be 4/25, Friends Preview Sale 4/26, and Takedown 5/1.

The book store will be open 9-4 for the August Car Show. (on a trial basis)

Requests from Amy for \$280 for an Elephant and Piggy Party and \$100 for the Greater Rochester Teen Reading Program were both approved.

NEW BUSINESS: The signature needed for the \$2,500 budget transfer to restore the funding of the benefits for the Full Time Clerk position was obtained.

OLD BUSINESS: The drafts of the updated Strategic Plan and the 2017 Goals and Activities summary were revisited. After discussion, Alice moved to approve the plan as presented. Mary Jane seconded and all approved. A second motion was made by Linda to revisit the plan again in May 2017 to discuss our options for the future. Alice seconded and it was approved by all.

Policy Manual: The E-card Policy, the Programming Policy and the Circulation Policy were approved with no additions. In the Confidentiality of Patron's Records & Staff Confidentiality Agreement, the wording of the section concerning parental/guardian responsibility was clarified. Becky will be adding the name and phone number of the Library's legal counsel to the Law Enforcement Inquiries Policy. Alice moved and Linda seconded to approve the policies. The motion passed.

Becky submitted the required documents to show that a former employee left voluntarily. The Library has received a letter that an unemployment hearing is being scheduled.

Technology Reserve Fund (Update): The paperwork has been sent to Mary.

Becky asked Jim about the funding for full time clerk benefits. The response from Jim stated that we could just roll over money from the fund balance that was left over from last year's medical benefits. There was no response on what next year's budget will bring. We discussed pursuing the idea further and addressing cuts to our operating budget.

DIRECTOR'S REPORT: The February Statistics Summary shows that circulation and visits are both down slightly from January. Becky is still working out the kinks from our new door counter. At this time, it is registering less patrons IN than OUT. (approx. 800)

Annual Report update: The due date is the end of March.

The next regular board meeting will be Tuesday, April 4th at 1:00.

A motion to adjourn was made by Mary Jane , seconded by Alice and passed. The meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Linda Kirchgessner, Secretary