

LIBRARY BOARD MINUTES

The meeting of the Parma Public Library Board was held on Wednesday, April 4, 2018 at the Arlington Restaurant.

PRESENT: Pat O'Leary (President), Leslie Boedicker (Director), Mari Crumb, Mary Jane Skarzynski, Linda Kirchgessner (Board Members), Doreen Hoy (Friends Liaison) , and Linda Judd (Parma Town Board)

ABSENT: Roz Lipomi (Adult Services Librarian), Alice Maxwell

PREVIOUS MINUTES: Mary Jane moved to approve the March 2018 minutes. Mari seconded and all approved.

<u>BILLS:</u>	R.G.& E: \$798.30	Spectrum: \$696.08	Total:
			\$11,466.29

Linda moved to pay the bills. This motion was seconded by Mari and passed unanimously.

FRIENDS of the LIBRARY REPORT: The Friends declined a request from Hope Lutheran Church in Greece to provide children's books for their food baskets. Instead, a representative will come after the Library Book Sale in April to take any of the remaining books at no charge. The front step of Mainly Books is in need of repair and they are investigating options. The Friends made a decision to pay \$200 or 1/2 of the month's profit to Bob Hunt for rent (whichever amount is the higher).) A request by the Library for \$1520 to continue Ancestry.com was approved. This popular program received approx. 20,000 hits last year.

DISCUSSION WITH VISITORS: Linda Judd from the Parma Town Board joined our April meeting. She will be the liaison to the Town Board in a few months. She was interested to see how the Library runs with jurisdiction from Monroe County, the Town of Parma and the State Ed Department. Leslie explained that we are given a set amount from the Town budget but we have the authority to spend it as needed. Any building maintenance cost under \$20,000 does not need to go out for a State bid. The Town Building Inspector and

Town Contractor will be assisting Leslie in arranging the bids for our upcoming roofing project. We look forward to Linda joining our meetings on a regular basis.

COMMUNICATIONS: none

NEW BUSINESS: The policies for Internet and Computer Use, Patron Behavior and Whistleblower were updated. Mari moved and Linda seconded to accept the updates. All in favor.

A CD from M&T Bank will be rolled over for a short term as we see where the interest rates are going.

There will a new law in the future (1-2 years) requiring Trustees to do 3 hours of Continuing Ed. each year. A discussion followed of the benefits of this ruling and the types of courses that will be offered. (Webinars, classes, etc.)

UNFINISHED BUSINESS: We have received the updated FOIL, Appendix A, Unattended Children Policy and the Policy Schedule. They will be placed in our Trustee notebooks.

The Frontier stock has been sent to Computershare to be sold. The Exxon stock paperwork has been sent to Computershare to have new stock certificates sent to us.

DIRECTOR'S REPORT: Sylvia is adding her final, special touches to the mural in the foyer. The redo certainly makes a welcoming entrance to the Library.

Leslie attended a variety of sessions at the PLA Conference in March. We received a handout containing a short synopsis of each topic.

Leslie is formulating a Needs Assessment Survey for our patrons as part of the MCLS mentoring program.

2018 Budget

Overages in these lines:

Office Equipment

Maintenance Supplies

Ed & Prof Expenses

Personal Car Use

Misc. Expenses

Funds will be shifted from other lines to correct the overages. The lower section (Lines 700-900) have not been fully updated as of this meeting.

Our Total Circulation and Door Count numbers were way up for the month of March. Other categories held pretty steady.

ANNOUNCEMENTS: none

A motion to adjourn was made by Linda, seconded by Mary Jane and passed. The meeting was adjourned at 2:45 p.m.

The next regular board meeting will be Tuesday, May 8, 2018 at 1:00 p.m.

Respectfully submitted,

Linda Kirchgessner, Secretary