

LIBRARY BOARD MINUTES

The meeting of the Parma Public Library Board was held on Tuesday, May 1, 2018 at the Parma Public Library.

PRESENT: Pat O'Leary (President), Leslie Boedicker (Director), Roz Lipomi (Adult Services Librarian), Alice Maxwell, Mari Crumb, Mary Jane Skarzynski, Linda Kirchgessner (Board Members), and Doreen Hoy (Friends Liaison)

ABSENT: none

PREVIOUS MINUTES: Alice moved to approve the minutes. Mary Jane seconded and all approved.

BILLS: R.G. & E: \$815.87 Spectrum: \$183.53 Total:
\$5,771.86

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

FRIENDS of the LIBRARY REPORT: The Friends earned approx. \$500 from working at the Community Flea Market and approx. \$540 from the Library Book sale during the month of April. Requests from the Library for \$2,300 (Children's Summer Reading Program), \$285 (V.I.P. Passes), and \$528 (Bookpage Catalog) were approved.

DISCUSSION WITH VISITORS: none

COMMUNICATIONS: none

NEW BUSINESS: The CD from M&T has been rolled over for a 13 month term. It will mature May 2019.

UNFINISHED BUSINESS: We have received the following updated policies: Internet and Computer Use, Patron Behavior, and Whistleblower. They will be placed in our Trustee notebooks.

DIRECTOR'S REPORT: A previously barred patron has returned to the area and will be allowed to use the Library. Prior to using the Library, Leslie and Roz reviewed the Patron Behavior Policy and had the patron sign the page to acknowledge the rules had been discussed. Leslie is writing a procedure and policy to specify the ramifications of each individual behavior infraction.

As of April 30, the Library's alarm system is installed and active. This was installed by S&G Securities System.

The MCLS Mentoring is going well. Leslie has been receiving guidance in public relations and advocacy. (See handout) This is especially important as we are looking to enlist community support of a new Parma Public Library. Leslie is meeting with Jack Barton (Town Supervisor) to determine if we have his support, then it is on to the Town Board for support. A location in the Village, the site of the former St. Leo Church on Lake Avenue, is coming up for sale. Leslie and Pat are meeting with Father Joe this afternoon to determine the price, availability and other possible buyers. There are many preliminary steps to get all our "ducks in a row" as we contemplate this undertaking.

Leslie is applying for a RCL Technology Grant to digitize the Hilton Record. Currently, the issues of this hometown newspaper are stored on microfilm at Rundel and at the Parma Museum in paper form. This year's grant would pay to digitize the issues from 1938-1974. Next year another grant would cover the issues from 1974-1992. Patrons will have access to the digitalized copies at the Library.

2018 Budget: We are still waiting for the transfer of funds to these lines:

Office Equipment, Maintenance Supplies, Ed& Prof Expenses, Personal Car Use, and Misc. Expenses

The annual audit of the Town is complete.

ANNOUNCEMENTS: Mari Crumb submitted her letter of resignation from the Library Board of Trustees after 15+ years on the Board. We will miss her knowledge and voice of reason in our monthly discussions. Enjoy those grandchildren and travel adventures!

A motion to adjourn was made by Mari, seconded by Mary Jane and passed. The meeting was adjourned at 3:00 p.m.

The next regular board meeting will be Tuesday, June 5, 2018 at 1:00 p.m.

Respectfully submitted,

Linda Kirchgessner, Secretary