

## **LIBRARY BOARD MINUTES**

The meeting of the Parma Public Library Board was held on Tuesday, June 5, 2018 at the Parma Public Library.

**PRESENT:** Pat O'Leary (President), Leslie Boedicker (Director), Roz Lipomi (Adult Services Librarian), Alice Maxwell, Mary Jane Skarzynski, Linda Kirchgessner, Kay Melvin (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: \$763.49    Spectrum: (\$134.80)    Water: \$76.40  
Total: \$19,755.85

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

**FRIENDS of the LIBRARY REPORT:** Kay Melvin has resigned as president of the Friends after over 12 years of dedicated service, to join the Library Board. Becky Fumia is taking on the position of president. The Friends have received two estimates to repair the front steps of Mainly Books and are waiting for a third before choosing a contractor. Leslie's funding request for two Genesee Country Museum V.I.P. passes was approved.

**DISCUSSION WITH VISITORS:** none

**COMMUNICATIONS:** none

**NEW BUSINESS:** Leslie distributed an alphabetical listing of the policies to use in organizing the white trustee notebook. This will greatly improve the ability to locate a policy by name.

Drafts of the Barring Policy and the Truancy Procedure were handed out to be read and critiqued by our July Library Board meeting. A discussion of these guidelines will take place at that time.

Leslie is preparing to take the test to become a Notary Public. Once she receives her license, the Library will offer this service for free.

**UNFINISHED BUSINESS:** The Frontier stock account is closed (approx. \$500 to the Memorial Fund) except for a small amount of accrued interest. We have received the Exxon documents and can complete that sale.

**DIRECTOR'S REPORT:** The MCLS mentoring program continues to go well.

The stats for April and May were distributed and look good. The door count monitor is not working so the May count (4000) is an educated guess. The monitor is being replaced with a free upgrade.

**2018 Budget:** We are on target with our spending as we approach the halfway point of our fiscal year.

Leslie distributed the Parma Public Library Annual Report for 2017. This concise and easy-to-read report celebrates all the reasons that the Library is vital to the community.

The sale of the former St. Leo Church is underway. The timeline may not be conducive to our search for possible library sites. A senior housing contractor is also interested in this piece of village property.

The grant applications for the roof work and to digitalize the Hilton Record are in the works. The Hilton Record project will eventually expand to include yearbooks and other town history, as well as the purchase of digitalization equipment for slides, photos and VHS. The grant will have to be applied for yearly.

**ANNOUNCEMENTS:** Kay Melvin has joined the Library Board to take the seat vacated by Mari Crumb. Welcome, Kay!

A motion to adjourn was made by Mary Jane, seconded by Alice and passed. The meeting was adjourned at 2:07 p.m.

The next regular board meeting will be Tuesday, July 3, 2018 at 1:00 p.m.

Respectfully submitted,

Linda Kirchgessner, Secretary