

LIBRARY BOARD MINUTES

The meeting of the Parma Public Library Board was held on Tuesday, September 4, 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), Doreen Hoy (Friends Liaison) and Linda Judd (Parma Town Board Liaison)

ABSENT: no one

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

BILLS: R.G. & E: \$842.40 Spectrum: \$185.39 Water: \$83.18
Total: \$8,818.85

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

FRIENDS of the LIBRARY REPORT: The Friends donated children's books to the Cadet Cupboard--a church ministry. A contractor has been chosen to replace the steps at the store. The work will be completed by September 15. Pat O'Leary is a new volunteer at Mainly Books.

Money requests: Robin's request for \$30 to purchase a new fish tank was approved, Pop Tart is happy in his new home. Amy's request for access to the Friends 501C subscription was denied and will be rewritten as a monetary request to purchase a subscription for the library.

The Fall Book Sale will be held at the library October 24-29, with set-up on the 23rd and take-down on the 29th.

DISCUSSION with PUBLIC or EMPLOYEE VISITORS: none

COMMUNICATIONS: none

NEW BUSINESS: The Programming and Feasibility Study Proposal by the MRB group was read, explained, and clarified. After many questions and a thorough discussion, Alice moved to accept the proposal at the cost of \$8,950. This was seconded by Linda and passed unanimously.

The Stakeholder Survey and Communication Plan presented by Causewave was explained and discussed. In Phase 1, this nonprofit group will develop a survey to determine the reasons that taxpayers are for/against a new library. Phase 2 will be a "Vote Yes" Communications Plan tailored to our community. Thanks to grant funding from Causeway, our cost will be \$875 out of the total \$3,500. Linda moved to accept this proposal. Alice seconded and all were in favor.

The Needs Assessment Committee is made up of a variety of local individuals who are interested in finding out what the community thinks of the idea of a new Parma Public Library. As the Hilton School District is one of the only districts in the state that is growing, this makes our library even more vital as a community partner. At the September meeting, Leslie will be meeting with school library leaders to make sure we are meeting their needs. Focus groups will be developed to look for both the positive and the negative.

UNFINISHED BUSINESS: Over \$20,000 was deposited in the Memorial Account from the sale of our Frontier stock.

Due to the size and expense of replacing the Library roof, a project manager has been hired (Chatfield Engineers, P.C.) They will coordinate the design phase, permits and approval, provide bidding phase services and oversee the construction and inspection of the project. This is at a cost of \$15,832 that will be paid by the library. Bids for the roof renovation will be sealed and are due October 1 by 10:00 am.

Leslie has obtained the S.A.M.'s number (by proving that she was not Becky) and the roof grant has been submitted.

DIRECTOR'S REPORT: We will be receiving a hard copy of the 2018 Trustee Manual. This will replace the copy that is currently in our white notebooks.

We are waiting on the August stats, but the overall door count is up. Amy reported a very successful Summer Reading Program with significant increases in participation and hours/books read by both kids and teens. Way to go!!

2018 Budget: The purchase of four new children's computers will be covered by grant money in the Office Equipment line. The overage in Ed and Prof Expenses will be covered with a transfer from the Memorial Fund. The town board is making a decision on health insurance.

Leslie is back in full swing and feeling better. She thanked everyone for their cards and good wishes.

ANNOUNCEMENTS: none

A motion to adjourn was made by Mary Jane, seconded by Kay and passed. The meeting was adjourned at 2:55 p.m.

The next regular board meeting will be Tuesday, October 2 at 1:00 p.m.

Respectfully submitted,

Linda Kirchgessner, Secretary