

## **LIBRARY BOARD MINUTES**

The meeting of the Parma Public Library Board was held on Tuesday, December 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 (Board Members), and Doreen Hoy (Friends Liaison)

**ABSENT:** Linda Judd (Town Board Liaison)

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

**BILLS:** R.G. & E: \$831.51                      Spectrum: \$177.48                      Total:  
\$18.634.19

Mary Jane moved to pay the bills. This motion was seconded by Alice and all approved.

**FRIENDS' REPORT:** The Friends bought the library a Cover One machine for \$984.50 to repair book spines. The annual Christmas Party will be held at Fosters' on Tuesday, December 11.

**DISCUSSION with PUBLIC or EMPLOYEE VISITORS:** none

**COMMUNICATIONS:** none

**NEW BUSINESS:** Leslie has been attending the Hilton/Hamlin Chamber of Commerce meetings and shared that she felt the library was a good fit for the Chamber. After a brief discussion, Linda moved to pay the \$95 membership fee. Alice seconded and all approved.

The 2019 schedule of board meetings was distributed. All meetings are the first Tuesday of each month except for January when it will be held on the second Tuesday, due to the holiday.

**UNFINISHED BUSINESS:** The Truancy Policy was adopted with a motion from Alice and a second by Linda. It passed unanimously. This policy is a set of guidelines for the library staff to follow when a child in the library is suspected of being truant.

The MRB Group has not yet been able to start on our roof project. Now that the trees are trimmed and the security lights have been removed from the roof, we are waiting for three consecutive days (without a weekend) above 40 degrees with no snow. The work must be started by the middle of February or we will lose the State Grant.

The Sexual Harassment Training went well. The entire staff (with the exception of Emily) was able to attend the Power Point presentation. A presentation on workplace violence was also provided.

Alice moved to adopt the Sexual Harassment Policy. This was seconded by Kay and all approved.

The NYLA Conference was attended by Leslie and Roz. Both felt it was very worthwhile, as they learned about the Cover One machine to repair book spines, the importance of "Branding" in our quest for a new library and Leslie spent some time stuck on a Velcro wall. There were also a number of offerings concerning digitization of library resources which will be helpful in our local history section.

The results of the Causewave survey will be presented next Tuesday, December 11 at 1:00.

The Technology Grant is coming along. There will soon be a local history section on our website.

**DIRECTOR'S REPORT:**

Stats—the Door Count and Circulation numbers were both down, probably due to the holiday. There were so many new library cards issued that the library ran out of cards. This is attributed to the YA Outreach Sessions at Merton Williams. A successful program!

2018 Budget—the many “red” overages in the December budget sheet reflect the fact that we have not yet received our Bullet Aid money. The overages in 9010.810.00-9060.810.00 are the result of stalled negotiations over factors which the library has no control. Leslie will be meeting with Mary Gavigan to make any necessary transfers.

**ANNOUNCEMENTS: none**

A motion to adjourn was made by Kay, seconded by Mary Jane and passed. The meeting was adjourned at 2:10 p.m.

The next regular meeting will be Tuesday, January 8, 2019 at 1:00 p.m.

Respectfully submitted,

Linda Kirchgessner, Secretary