

## **LIBRARY BOARD MINUTES**

The meeting of the Parma Public Library Board was held on Tuesday, February 6, 2018 at the Parma Public Library.

**PRESENT:** Pat O’Leary (President), Leslie Boedicker (Director), Roz Lipomi (Adult Services Librarian), Mari Crumb, Alice Maxwell, Mary Jane Skarzynski, Linda Kirchgessner (Board Members), Doreen Hoy (Friends Liaison), and Jack Barton (Parma Town Supervisor).

**MINUTES:** Alice made a motion to approve the January 2018 minutes. The motion was seconded by Mari, and it was passed unanimously by the Board.

**BILLS:** R.G. & E: \$1,212.05    Spectrum: \$173.70    Water: \$79.95  
Total: \$16,453.59

Alice moved to pay the bills. It was seconded by Linda and approved by all.

**FRIENDS’ REPORT:** They are working on improving the appearance of the book store, Mainly Books, getting valences for the window, removing a display rack to make more room for patrons, and other changes. A member is in charge of keeping the Little Free Libraries supplied with books.

**DISCUSSION:** with public and employee visitors; Town Supervisor Jack Barton introduced himself to the Board. He wanted to meet Leslie, Roz, and the Board Members.

**COMMUNICATIONS:** Amy has requested money to pay for herself and Robin Steenson to take an online continuing education course that addresses new pre-school skills and ideas. It is a 60-hour course that counts for N.Y.S. Librarian certification. The cost is \$350.00 total. Alice moved to approve the request, and Mari seconded it. The Board voted to approve.

**NEW BUSINESS:** Leslie gave each Board member a binder and “walked” us through its contents. She has updated many of the items in it.

The following policy updates were:

- Bylaws of the Parma Public Library – a move to accept with no changes was made by Alice, seconded by Mary Jane, and unanimously passed by the Board; and
- Weather, Team Development and Special Events Policy – Alice moved to accept with no change and it was seconded by Mari. It passed unanimously.

**UNFINISHED BUSINESS:** The PLA Conference asked Leslie to make a presentation. She declined at this time.

Today (2/6/18) the flooring is being installed in the foyer. Once it is done, the painting will follow. Leslie will take photos once it is completed.

The Frontier stock split is ready to go. Exxon sent the wrong forms to Leslie, so that is still a work in progress. The monies from these transactions, once completed, will go into the Memorial Fund.

**DIRECTOR'S REPORT:** Library Advocacy Day is February 28. There will be a bus leaving from Henrietta to go to Albany at 5:00 a.m. Board members are invited. Leslie will be going.

Leslie reported that MCLA mentoring program is going very well. Current topics discussed were renovations and availability of money options.

The Team Training Day on January 15th was very successful. The Policy and Procedures for accidents, fire drills, and more were topics discussed. Roz made a presentation on graphology.

Leslie attended the Directors Council Retreat on January 18th. She learned about all that MCLA does for us. One topic was sustainability of libraries and the important part patrons' programs play. (It is one of our strengths as the numbers show.)

Leslie handed out our January 2018 numbers and those from 2017 for comparison. With a few up and a few down, our overall numbers have improved.

A motion to adjourn was made by Alice, seconded by Mari, and was passed. The meeting adjourned at 2:30 p.m.

Respectfully submitted,

Mary Jane Skarzynski, Acting Secretary