

LIBRARY BOARD MINUTES

The meeting of the Parma Public Library Board was held on Tuesday, April 2, 2019 at the Parma Public Library.

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

ABSENT: Linda Kirchgessner.

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

BILLS: R.G. & E: \$886.15 Spectrum: \$177.42 Total: \$6,659.22

Mary Jane moved to pay the bills. The motion was seconded by Kay and passed unanimously.

FRIENDS of the LIBRARY REPORT: The Friends have changed the monthly meeting date to the second Monday evening of every month. The Friends granted a request for a genealogy program in the amount of \$1,500.80. There is a current sale on all CDs at the book store, spread the word. New volunteers are needed at the book store. The work shifts are generally 4 hours.

DISCUSSION WITH PUBLIC OR EMPLOYEE VISITORS: Jack Barton, Parma Town Supervisor, engaged the Board in a very informative discussion about the ongoing issue of a new library. He stressed the importance of all concerned, Town Board, Library Board and Director, being on the same page while preparing for this important expansion. Everyone needs to look at, consider, and weigh all the pros and cons of all properties considered. Whether debating the Community Center, Hojack, or North Parma Station properties the debate should consider cost effectiveness and practicality. When debating the merits of the existing Community Center the building must be evaluated for engineering strength and weight of the large number of books which would be stored there. The timing of this project is important to all concerned. The Town of Parma must also consider expenditures for the upkeep and repairs of other town buildings.

Jack also would like to coordinate the library's employee's handbook with the Town of Parma's handbook so there is a cohesive employee policy for all Town workers. Leslie will get him an updated handbook soon.

COMMUNICATIONS: none

NEW BUSINESS: The Board was given a colorful and informative copy of the annual report. The yearly numbers were very good. The card holders represented 2/3rds of the community's population. The value of

the library to the community was reflected in a positive way. Alice moved to accept the annual report. Mary Jane seconded the motion and it was passed by all.

The Local History Mission Statement and Local History Collection Policy was presented to the Board. The Board will read and review the policies and vote on approval at the next meeting.

The Meeting Room Policy was discussed. Patrons need to be aware of the rules and regulations of using the library's public room. All regulations need to be adhered to, including noise control, equipment use and closing times. Alice made the motion to revise and accept the highlighted paragraphs. Mary Jane seconded the motion and the Board voted agreement.

Discussion followed about promoting a page to a clerk position with an increase in pay of \$1.25 an hour. This person has already been ~~preforming~~ performing duties in line with the position of clerk. After discussing the finances of the salary increase Alice moved that the Board should support the promotion to clerk of this person. Mary Jane seconded and the Board voted unanimously to accept.

The Board received an updated count on the number of holds that the library processes. During training with Chad, Leslie and Amy learned

how to access the information on the computer. This resulted in the numbers of holds being greater than originally thought. There will be ongoing training for counting telephone holds.

The next solar eclipse will be April 8, 2024. The epicenter will be directly over Zapentine's Farm. State, county and educational offices are already planning for a large influx of visitors. The Board needs to consider how this will affect the library.

Currently all cash handling is done by hand and must be tallied by hand at the end of the day. Chad gave some information about cash registers that would make the process more efficient and transparent. The cash registers would keep a daily running receipt of overdue fines, hold fees and fax fees etc. The library staff is gathering information about purchasing one.

Rochester Regional Library Commission is celebrating National Library Week by having an online contest to choose the best library of 2019. Encourage family members and friends to vote for the Parma Public Library!

The library received a Causeway Grant through RRLC in the total of \$2,350.00 to help develop a strategy for rebranding and making the community more aware of the library's presence.

OLD BUSINESS: The Personnel Rules that were given to the Board for review last month were discussed for acceptance. Mary Jane moved that the Rules be accepted. Alice seconded and the entire Board voted to approve.

Good news. Roof replacement should begin the week of April 8th, weather continuing to cooperate.

The ~~ptague~~ plaque honoring Nancy Ingraham will be displayed above the "Staff Recommends Books". This seemed to be a good location for easy viewing.

Digital Grant: The digitized Hilton Record should be on the New York Historical site by the end of April. The library site will also give links to the historical site and the yearbook catalogs.

DIRECTOR'S REPORT: The director will present a power point presentation on the Hojack property at the Parma Town Board tonight at 6:30.

The Stats were looking good. The door count and circulation were up.

The current budget was reviewed and discussed. Some of the proposed cuts for library spending on the state level were re-instated. The availability of state grant money is currently questionable.

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

The next regular board meeting will be Tuesday, May 7, 2019 at 1:00 p.m.

Respectfully submitted,

Alice Maxwell, Acting Secretary