

## **LIBRARY BOARD MINUTES**

The meeting of the Parma Public Library Board was held on Tuesday, November 6, 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)

**VISITORS:** Scott and Maggie from the MRB Group, Joe Lee and Shari Pierce from the Village, the Library Staff (Laurie, Sylvia, Alison, Linda, Amy and Robin), Sally Snow (Assistant Director MCLS)

**ABSENT:** no one

**PREVIOUS MINUTES:** Alice moved to approve the minutes. Kay seconded and all approved.

**BILLS:** R.G. & E: \$780.36                      Spectrum: \$160.54  
Total: \$18,835.71

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

**DISCUSSION with PUBLIC or EMPLOYEE VISITORS:** Scott Bova from the MRB Group presented what the Programming and Site Feasibility Study will entail. He began by talking about his extensive experience in designing libraries. He then asked the board and the staff what they would envision in a new library so he could begin detailing the Building Program. The Program is a fluid document that is updated and changed as needs arise. Leslie presented the results of a survey of building necessities, in which each staff member had rated the items in order of importance. This survey helped to focus the discussion, and showed the particular needs of the Parma Public Library. Scott then moderated a lively discussion touching on a wide range of topics. From this information, Scott and Maggie will develop a Building Program specific to

our needs. A conceptual design will be developed from this information as part of the Site Feasibility Study. The purpose of this study is to qualify the decision to purchase land and build a new facility. The Site Feasibility Study is the Program and Design Phase that we have contracted the MRB Group to complete. There are three more phases that we will be contracting out in the future.

2) Schematic Design Development

3) Construction Documentation

4) Bidding

Scott and his team (Maggie) will be available for any questions or concerns that we have throughout the Feasibility Study.

**FRIENDS of the LIBRARY REPORT:** The Friends granted money to Amy for the Harvest Party and \$250 to Roz for the adult art program. The Fall Book Sale flyers made by the library were much appreciated. The Book Sale was held October 24-27 and the details will be discussed at the November meeting.

**COMMUNICATIONS:** Linda Judd will keep the Town Board informed as to how the new library project is progressing.

**NEW BUSINESS:** The **Sexual Harassment Training** will take place for all library staff (except 4) on November 28, 10:30-2:00 at the Parma Town Hall. As a result, the library will open at 2:30 on the 28th. NYS sent out a template of the Sexual Harassment Policy and Leslie plugged in the Parma Public Library information to meet the imposed deadline of one week. A motion was made to table a vote to approve the policy until next month so the board can read it over.

Alice moved and Linda seconded to approve the library closing dates for 2019. All approved.

The new paper towel holders have been installed in the restrooms.

**UNFINISHED BUSINESS:** The roof project gets underway next week. The work is projected to be completed by December 1. The workers will be here from 7:30-4:00, with all heavy lifting onto the roof complete before 10:00, as a safety precaution.

**Make a Difference Day 2018** was a success. The girls volleyball squad did an amazing job cleaning the toys and books in the children's section, books in the teen section and starting on the adult books.

Roz and Leslie will be attending the **NYLA Conference** on November 7-10 at the Rochester Convention Center. Scott, from the MRB Group, will also be at the conference to network and hopefully, meet up with Leslie and Roz.

The **Causeway Survey** is on the library website until next Tuesday/Wednesday.

The Technology Grant has come through and will pay the digitalization company directly. Once the digitalization of the **Hilton Record** is complete, Leslie will review the issues to make sure none are missing.

**DIRECTOR'S REPORT:** The stats are looking good for October. Door count and circulation are both up. The library card sign-up in the schools has resulted in a boost in registrations. Merton Williams is planning to use Overdrive in conjunction with required readings.

**2018 Budget:** We are still waiting for the budget aid from Senator Robach and Assemblyman Lawrence. It will cover the overage in Office Equipment. Leslie will do a line item switch to cover the Mechanical Repairs overage. Mary will be shifting money from the Memorial Fund to cover the overage in Ed & Prof Expenses. The Cleaning Services and Labor overages are from the Saturday hours of the custodian. Leslie will switch line items to cover this expense. The town continues to work on resolving the medical insurance issue.

**ANNOUNCEMENTS:** none

A motion to adjourn was made by Mary Jane, seconded by Alice and passed. The meeting was adjourned at 4:04 p.m.

The next regular board meeting will be Tuesday, December 4, 2018 at 1:00 p.m.

Respectfully submitted,

Linda Kirchgessner, Secretary