

LIBRARY BOARD MINUTES

The meeting of the Parma Public Library Board was held on Tuesday, January 8, 2019 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: \$979.29 Spectrum: \$177.48 Total: \$11,319.00

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

FRIENDS of the LIBRARY REPORT: The Annual Christmas Party was held on December 11 at Fosters'. It was an evening of good conversation and a delicious buffet.

DISCUSSION with PUBLIC or EMPLOYEE VISITORS: Linda Judd reported on a visit to the public library in Camarillo, California. Built on the high school campus, this facility is a good example of an inviting, well-planned public space.

COMMUNICATIONS: none

NEW BUSINESS: A plaque has been hung by the newspaper rack in memory of Eddie Smith, who passed away last month. A fitting memorial to a library fixture for many years.

Each person at the board meeting received an “I love the Parma Public Library” decal to place in a car window to promote our library.

A new alphabetized table of contents was distributed to be added to the Trustee Notebook, along with the following updated policies:

- USA Patriot Act Confidentiality
- MCLS Direct Access Plan of Service
- Continuing Education Policy
- Policy and Procedure for Telephone ILL's
- MCLS Renewal of Library Card Policy
- Sexual Harassment Policy
- Truancy Procedure

UNFINISHED BUSINESS:

The Roof: Due to the tree trimming delay and our upstate weather, the roof project was stalled-out until Leslie contacted the head of Grove Roofing. Once they realized that we were in danger of losing our State Grant if work on the roof was not started by February 15, things began to happen. As of January 7, the roof has officially been started with the installation of the safety fence. The library floodlights will be re-installed in the near future. The grant is secure.

The Technology Grant is progressing as the first issues of the Hilton Record on microfilm have been received. The Local History tab is now on our library website featuring an article about Tammy Mullen's book. An article by David Crumb on the first settlers in Parma is also included.

“New Library” Update: Leslie has talked to a realtor. There are 6 vacant properties in (or near) the village which are possibilities. None are currently on the market. Leslie will be meeting with the MRB Group on January 10 to get an

update on the feasibility study and to discuss these properties. MRB will evaluate them for location, price and suitability.

It is a fine line that must be followed to get this project off the ground. A professional fundraiser will be hired once the plan is farther along.

DIRECTOR'S REPORT:

2018 Budget: The year ended with a \$41,000 overage due to the feasibility study and the roof project. The \$28,000 in Bullet Aid arrived last week and was deposited to be used towards the overage. Leslie will be meeting with Mary Gavigan to transfer the rest from the Fund Balance.

2019 Budget: We have a \$28,000 raise in our budget over last year's. We will be relying on our State Grants to help us meet expenses in the New Year.

Stats: Leslie provided a complete report of the 2017 and 2018 stats to make comparisons. Total circulation and door count were down for 2018 but the distribution of digital materials increased substantially. (This makes ordering materials tricky as a hardcover book might sell for \$23 and the same book in digital format cost \$60.) The number of sessions and attendance continue to increase in both the adult, children and early lit programs. Passive programs have been introduced, family sessions and attendance will be recorded and our outreach too many facets of the community continues to increase. Our outstanding programs are a testament to a hard-working and creative staff!

ANNOUNCEMENTS: none

A motion to adjourn was made by Alice, seconded by Linda and passed. The meeting was adjourned at 2:25 p.m.

The next regular board meeting will be Tuesday, February 5, 2019 at 1:00 p.m.

Respectfully submitted,
Linda Kirchgessner, Secretary