

LIBRARY BOARD MINUTES

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

PRESENT: Leslie Boedicker (Director), Roz Lipomi (Adult Services Librarian), Pat O'Leary (President) Alice Maxwell, Linda Kirchgessner, Kay Melvin (Board Members), and Linda Judd (Parma Town Board Liaison)

ABSENT: Mary Jane Skarzynski and Doreen Hoy (Friends Liaison)

PREVIOUS MINUTES: Alice moved to approve the minutes (with the MCMS bill correction), Kay seconded and all approved.

BILLS: R.G. & E: \$529.72 Spectrum: \$175.56 Total: \$64,078.24

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

FRIENDS of the LIBRARY REPORT: none

DISCUSSION with PUBLIC or EMPLOYEE VISITORS: none

COMMUNICATIONS: Leslie received a letter informing her that the SAM (System for Awards Management) # will expire in August. A DUN is needed to register the library for government grants. Pat and Leslie will get the form notarized today. Leslie is making sure that the name on the form reads correctly.

NEW BUSINESS: The new cash register is in place as of Friday, June 28. The first two days gave time for practice before a very busy Monday hit. Linda

reviewed the “Z” tapes and monies collected and the amounts matched. A good start to the new system.

The Board is reading over the Cash Handling Policy and Procedure to be ready for a discussion and vote at the August meeting.

UNFINISHED BUSINESS: The investigation of better rates for our M&T CD will take place after the CD matures on July 6th.

Policy Approval: The Fundraising/Gift Policy and the Friends of the Parma Public Library Policy were both approved with a unanimous vote. This was so moved by Alice and seconded by Linda.

No Smoking: The **No Smoking Coalition of Rochester** will provide the new “No Smoking” signs for all the libraries in MCLS at no charge. This will comply with the recent NYS law prohibiting smoking within 100 feet of public library doorways.

NYLA Conference: Leslie is gathering a final total of the costs to attend the NYLA Conference in Saratoga Springs, NY. This will be held November 13-16, 2019. A vote was tabled until we have the total cost.

Roof: We have been unable to obtain the paperwork from MRB that is needed to begin receiving our State Building Grant. Without this grant money, we have had to take money from Line 460.00 Contracted Services to pay \$55,807.75 to Grove Roofing Service.

Digital Grant Update: The Hilton Record digitized issues’ upload to the NYS Historic Newspaper website has been delayed (again) until October. Leslie is applying for the 2nd Digital Grant. This grant will provide the funds to digitize the paper copies of the missing issues.

DIRECTOR'S REPORT: MRB group gave a PowerPoint presentation of the New Library Feasibility study at the Parma Town Board meeting on June 18. The consensus was that there was not a lot of substance given at the presentation and many questions remain. The Board is looking closely at what "bang we got for our buck" with this study. This led to a discussion of the options available for a new library and the Board's right to reject unsuitable locations.

Safety: Leslie has been updating the safety infrastructure of the library. This includes:

- new fire exit/equipment signs near the doors
- fire extinguisher locations marked
- wheelchair accessible exit noted
- an updated MSDS (Material Safety Data Sheets) notebook containing all chemicals used in the library
- more flashlights on order
- a yellow reflective vest to designate person in charge has been purchased
- yellow safety lines at employee entrance have been repainted

2019 Budget: There is a \$67,447.73 overage in Line 460.00--Contracted Services--due to the bill for the roof. (See "Unfinished Business" above, under Roof.)

Due to a MCLS policy change, books will automatically renew. After 9 weeks, overdue fines will begin. This will affect the monies collected that we have always relied upon. The staff is tightening up on the number of fines forgiven.

There will be no bullet-aid this year. Other money sources (LSTA) are not guaranteed.

Stats: The stats look good for June, as our wonderful Summer Programs have begun.

ANNOUNCEMENTS: Sylvia is retiring and her last day will be July 12th. Her familiar smile has welcomed thousands of patrons into our library. She will be missed!

A motion to adjourn was made by Linda, seconded by Alice and passed. The meeting was adjourned at 3:00 p.m.

The next regular board meeting will be Tuesday, August 6, 2019 at 1:00 p.m.

Respectfully submitted,
Linda Kirchgessner, Secretary