

LIBRARY BOARD MINUTES

The meeting of the Parma Public Library Board was held on Tuesday, June 4, 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: Mary Jane moved to approve the minutes. Alice seconded and all approved.

BILLS: R.G. & E: \$767.35 Spectrum: \$168.59 Water: \$79.12 Total:
\$27,179.60 corrected to \$27,598.10

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

FRIENDS of the LIBRARY REPORT: Mainly Books News: A sum of \$1900 was discovered in a donated book. The owner of the book was contacted and the money was returned. He made a \$100 donation to the Friends in gratitude! The library requested \$576 to cover The Book Page publication and \$136 for V.I.P. Passes. Both requests were approved. A generous donor has paid for an Empire State Pass to be placed in each library in MCLS. The Friends are looking for someone with the ability to check the value of certain donated books on the Internet. Books worth over \$10 can be sent to the Central Library to be sold. An ad will be placed on Craigslist (\$3) to advertise books on CD--BOGO. The backroom at the store is being reorganized with an old desk removed and new shelving units.

DISCUSSION with PUBLIC or EMPLOYEE VISITORS: Linda Judd reported that Jack Barton (Town Supervisor) is out on medical leave following surgery.

COMMUNICATIONS: none

NEW BUSINESS: Linda moved to approve the investigation of getting a better rate on a CD at M&T that comes due 7/6/2019. Mary Jane seconded and all approved.

The Board received the Fundraising/Gift Policy and the Friends of the Parma Public Library Policy to take home and read. These two policies will be discussed and voted upon next month.

CPR: The library is more than a year overdue in its CPR recertification. Leslie has found the EPIC Trainings group to conduct a Blended Learning course, as recommended by Parks and Recreation. At the cost of \$495, this course includes online lectures and videos for self-study, a 20 question quiz, and a “hands on” skills session. The staff has 30 days to complete the online portion and written quiz (due 9/27) before the skills session. A 2 year certification in CPR, AED and First Aid will be issued upon successful completion of the course. Alice moved and Linda seconded a motion to approve this expenditure. All in favor.

No Smoking: A recent NYS law prohibits smoking within 100 feet of public library doorways. The appropriate signage must be purchased and displayed. Leslie is investigating the most expedient way to accomplish this.

UNFINISHED BUSINESS: Alice moved and Kay seconded a motion to adopt the Customer Service Policy. This policy, along with the Local History Collection Policy and Mission Statement are to be added to our Trustee Notebooks.

NYLA: The NYLA membership has been paid. Leslie will update us about the conference details at the July Board meeting.

Cash handling: The new cash register has been programmed. Robin will begin teaching the staff how to use the register at the next TEAM meeting. Alison is compiling policies from various sources to develop Parma's cash handling policy and will meet with Leslie and Robin to finalize the document. All the cash records are handwritten at this time (many transactions, not much cash) and the register will provide a digital record. Hoping to launch use of the new system by July 4th.

Roof: The work is complete with the exception of some flashing. All the equipment has been removed except for a ladder that is locked to prevent access by trespassers. Leslie has been having some trouble getting information from MRB that is needed to get the grant money for the roof project. Linda Judd is taking this problem to the Town Board meeting tonight, as the MRB group was hired for the roof by Parma.

Digital Grant: Leslie is working on the next grant to digitize the Hilton High School yearbook. The Hilton Record digital files are still backed up.

DIRECTOR'S REPORT:

MRB: MRB will be doing a PowerPoint presentation at the Parma Town Board meeting on June 18, at 6:30. This will present the results of the feasibility study regarding a new Parma library.

2019 Budget: The overage in contracted services must wait until money has been deposited.

Stats: The door count for May was down slightly. Computer use remains strong and library e-cards are becoming more popular. Leslie is researching what books these new patrons will be seeking. The summer programs are in place to entice the "School's Out" set!

Blog: Leslie has introduced a new form of communication for the library staff. A blog has been set up to reinforce reminders, procedures and enhance overall communication. The staff is taking on new responsibilities to rewrite procedures and to learn new computer skills.

Nancy Ingraham Display: The theme is connected to Pride Month and the history of Stonewall.

ANNOUNCEMENTS: none

An executive session was called at 2:40.

A motion to adjourn was made by Kay, seconded by Linda and passed. The meeting was adjourned at 2:41 p.m.

The next regular board meeting will be Tuesday, July 2, 2019 at 1:00 p.m.

Respectfully submitted,
Linda Kirchgessner, Secretary