

LIBRARY BOARD MINUTES

The meeting of the Parma Public Library Board was held on Tuesday, October 2, 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)

ABSENT: Linda Judd (Parma Town Board Liaison)

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

BILLS: R.G. & E: \$817.08 Spectrum: \$175.87
Total: \$9,790.79

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

FRIENDS of the LIBRARY REPORT: Hardcover books must have the cover torn off before they can be placed in the recycle box, per a new regulation from Monroe County.

After getting estimates for painting the exterior of Mainly Books, Andrew Steiger has been contracted to do the job.

Kathy Barido is the new president of the Friends.

Amy has decided not to pursue upgrading a CANVA for the library.

Becky Fumia has resigned as membership chairperson. The position is open.

DISCUSSION with PUBLIC or EMPLOYEE VISITORS: none

COMMUNICATIONS: none

NEW BUSINESS: The trustees received the **2018 Edition of the Handbook For Library Trustees Of New York State.** (To be placed in the white notebook)

PULISDO is investigating a proposed state regulation that would require **library trustee training on a yearly basis. (3 hours/year)** There is a short online survey (surveymonkey) for trustees to provide feedback by **October 26, 2018.** (Some questions: **Would a workshop by Sally fulfill the training? A webinar? Who pays for the training? Will the topics be relevant and varied?**)

NYS has released guidelines regarding **sexual harassment training** for all NYS employees (both full and part-time). Training for existing employees must be completed on or before **January 1, 2019** and then scheduled annually. All new hires must be trained within **30 days** of hire.

Make a Difference Day, which is a national community service event, will be held **Saturday, October 27, 2018.** The Parma Public Library will be participating with tours of the library, the Friends of the Library Fall Book Sale, and as a drop-off location for St. Leo's Annual Sock Drive. Another great way to promote the library's importance to the community!

Roz and Leslie will be attending the **NYLA conference** on **November 7-10** at the Rochester Convention Center. This conference offers Continuing Education credit, various networking events, and access to the latest and greatest library products!

The **roof bids** were opened yesterday (10/1) at **10:00 am.** In accordance with NYS law, if a state contract is over **\$25,000**, the lowest bid (**\$73,860.00** by Grove Roofing Services, Inc., Buffalo, NY) must be accepted and is then vetted. Our project manager, Scott Bova from the MRB Group, thoroughly investigated Grove Roofing and their work was found to be favorable. There were no reasons found to deny the roofing contract to them. A **2:00** conference call with Scott cleared up any

questions the board had on Grove Roofing and helped to explain pros and cons of adding Polysio Insulation or a TPO Roofing System. TPO is a versatile membrane system which is reflective and ideal for repairs. Alice moved to accept adding Alternate NO.2-- Provide TPO Roofing System (\$1,690.00) to the Grove Roofing bid and Allowance of \$73,860.00 this was seconded by Mary Jane and passed unanimously. Leslie and a representative from MRB will be presenting this to the Parma Town Board tonight.

UNFINISHED BUSINESS: The site feasibility study by MRB is moving along.

The next meeting with Causewave will be Thursday, October 4 to discuss the Stakeholder Survey and Communication Plan.

Leslie is interviewing community leaders about their needs and concerns in regards to a new Parma Public Library as part of the **Needs Assessment Committee**

There is nothing new to report on the **stocks**.

The **Technology Grant** has been approved. All the issues of the Hilton Record, currently on microfilm, will be digitized and accessible to everyone. This is the beginning of our local history archive.

The **Roof Grant** has been approved but the award amount may need to be adjusted as the roof bids were lower than anticipated. Sally will be advising Leslie on the process.

DIRECTOR'S REPORT: Leslie presented the **September Stats** and noted that both the door count and circulation were down slightly. This is probably due to the onset of school and also that no electronic loans were included in the count. The teen program count remains stable.

2018 Budget: The overage in Office Equipment should be resolved with Bullet Aid from Senator Robach and Assemblyman Lawrence. Amy is asking The Friends for help with the Visiting Artist overage. A transfer

from the Memorial Fund will cover the Ed & Prof Expenses overage. 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 2:35 p.m.

EXECUTIVE BOARD SESSION: An executive board meeting was held from 2:40-3:00 p.m.: Exterminator

The next regular board meeting will be Tuesday, November 6, 2018 at 1:00 p.m.

Respectfully submitted,

Linda Kirchgessner, Secretary