

# Livonia Public Library

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## Board of Trustees Meeting February 14, 2023

**Present:** Pat Genthner, Christine Cruso, Brian Donnelly, Rick Williams, Tammy Woodruff, Denise Cendoma Mae Sharman, Cori Quinn, Liz Smith-Rossiter

**Also Present:** Shamika Fusco, Library Director

**Absent:** Peter Dougherty, Livonia Town Board Liaison

**Board Meeting Minutes:** Minutes of the January 2023 Library Board meeting were reviewed. Brian Donnelly made a motion to accept the minutes, seconded by Denise Cendoma. Motion passed.

### **Treasurer's Report: Brian Donnelly**

There was no Treasurer's Report at this meeting. Bills for **January 2023** will be forwarded to the Board members by Christine when the final documents are ready for approval.

### **Director's Report: Shamika Fusco**

#### **LIBRARY DIRECTOR'S REPORT JANUARY 2023**

#### **Priority One: Children and Adult Programming**

1. Action Step One: Provide Events & Classes for All Ages
  - a. Preschool Storytime: Tuesdays 10:30am
  - b. Homeschool Makerspace: Tuesday's 1pm
  - c. K-2 Makerspace: Tuesday's 3:30pm
  - d. Sensory Play: Wednesday's 10:30am
  - e. 3-5th Grade Makerspace: Wednesday's 3:30pm
  - f. Wiggles & Whimsies: Wednesday's 6:30pm
  - g. Mini-Maker Time: Thursday's 10:30am
  - h. Tween Makerspace: Thursday's 3pm
  - i. Learn to Knit Mittens: January 18 and January 20 6-7:30pm
  - j. Family Movie Night: January 20 6-8pm
  - k. Drop in Knit Help: January 26th 6-7pm
  - l. CPR Training: January 28 10-2pm
2. Action Step Four: Engaging Teens with Programming & Events

- a. Teen Advisory Board Meeting January 19th
- b. Teen Tuesday Astrology 101

### **Priority Two: Communication with our Community**

1. Action Step One: Advertise with local outlets
  - a. Livingston County News
  - b. Genesee Valley Penny Saver
2. Action Step Three: Increase libraries Social Media presence
  - a. Social Media (Facebook/Instagram)
3. Action Step Four: Maintain a Library Newsletter (Current)
4. Action Step Five: Community Outreach
  - a. Sent By Ravens Food Pantry

### **Priority Three: Diversity of Collection**

1. Action Step One: Continuous analysis of collection.
  - a. Weeding of the collection/reallocation of funds.
  - b. Created stricter collection development strategies.
2. Action Step Two: Expansion of alternative collection.
  - a. Researching methods to advertise/catalog non-print materials.
  - b. Repair/Update Chromebooks and put into circulation.
3. Action Step Four: Increase budget for areas of collections with the highest collection.
  - a. Re-evaluated and decreased/increased budget lines to ensure Tummonds Funds grant will be received.
4. Action Step Five: Increase OWWL2Go Budget
  - a. Consider using Tummonds Funds allocation to increase OWWL2Go.

### **Priority Four: Budget & Staff Support**

1. Action Step One: Seek and realize outside sources of funding.
  - a. Continue to partner and collaborate with the Friends of the Livonia Public Library.
  - b. Created a blanket donation/ask letter to submit upon request of donations.
  - c. Research organizations that supported directors previous place of employment to see if they service organizations in Livingston County.
2. Action Step Two: Staff Development
  - a. Increased professional development/continuing education line.
  - b. Banking/reserving missed holiday hours to apply to education.

### **Priority Five: Resource Access and Availability**

1. Action Step One: Equity of access to Library resources, programs, and services.
  - a. Promote OWWL Books by Mail
  - b. Continue community collaborations/partnerships.
  - c. Continue curbside pickup/drop offs access if needed.
  - d. Offer reference desk services for more hands-on assistance.

## **Other Items of Notes**

### **1. January by the Numbers TBD**

- a. Overall Items Circulated:
- b. Overdrive Circulation:
- c. Library Program Attendance:
- d. Study Room use:
- e. Total Room use:
- f. Public Computer and Wifi Use:
- g. New Patrons:
- h. Website Traffic:

### **2. Upcoming February Events**

- a. Tea (Technology Engineering and Arts) with Teens  
Week of February 6th (In person/Grab & Go)
- b. Drop In Knitting & Thrum Knitting  
February 22nd & 23rd at 6pm
- c. CPR Training: February 25th at 10am
- d. Red Lentils Cooking with LemLem Tsagey  
February 27th at 6pm

### **3. Staff**

- a. Grace Frenzel resignation effective January 27th, 2023.
- b. Increased staff hours to cover vacancies.
- c. Waiting to hear from civil service before moving forward.
- d. Vacancy Linda's position

### **4. Building & Maintenance**

- a. Parking Lot Fence (Waiting for update from Eric)
- b. Security Alarm
- c. Cleaner Replace or Redefine Contract
- d. Cintas Rug Service (Reduce Service)
- e. Elevator Inspection past due

### **5. Misc.**

- a. Wifi Contracts (No longer grants funds available)
- b. Petty Cash
- c. New Amazon Line of Credit 12K (Amazon Prime Membership)
- d. Director's Training
- e. Town of Conesus thank you
- f. Library card minimum age requirement
- g. Sexual harassments training
- h. Teen Sign expected to arrive any day

- i. Town will issue a credit card

**Friends Report: Mae Sharman**

**Monthly Raffles:** there is always interest

**Book Stop Cart:** Many donations of books and donations have been very generous

**Other Events/Programs/Events**

- January – Hosted “Welcome Reception” for our new Director
- February – Celebrating Dr. Seuss’s Birthday -Display Guessing Game Jar, Dr. Seuss books and Dr. Seuss game (game and book donated by Sally Collins)
- February – Celebrating Presidents month and Black History month with books on Presidents, Black Americans and we included Presidents wives on the shelf of the book cart stop
- February – Celebrating Valentines Day with red books on wooden two shelf book case which was donated by Beth Conrad from her father Lowell Conrad
- February – Celebrating Black History Month \$50.00 gift card to restaurant in Caledonia the Cozy Kitchen which is black owned at libraries request along with basket donated by the Library (Shamika had lots of goodies)
- February – Collaborating with the Office of Aging. Friends members wrapped and donated :”Blind Date” books for the program “Paint & Sip Valentine’s Dau Tea
- February – Friends members cleaned he staff kitchen/lounge area and now purchases of flooring, small refrigerator, toaster oven etc will be forth coming
- February – LCN highlighted the new sensory marble panel in the family area of the Library purchased by the Friends Group (\$2,000)
- February – Purchased 2 carpet remnants from Mullin Carpets for lower level staff room
- **March – Iditarod program in partnership with the Friends of the Lima Public Library. On March 6<sup>th</sup> Sally as Vice President and Mallory Vice President of Lima Friends Group are overseeing the program. It will be held at the Livonia Library in the Patterson Room due to space and we are sharing the expense of the program**

**Old Business:**

- Christine reviewed the 2023 PLS Training Requirements
- 2023 Advocacy Day will be held on 2/28/23

**New Business:** No report

**Committee Updates:**

Budget: Brian/Liz – No report

Building and Grounds: Rick, Brian, Pat

Discussion on paying the bill to New York State Fencing in the amount of  
\$1200.00 – bill needs to be paid

Staff bathroom has been created – door needs a fob

Personnel: No report

Policy: No report

Publicity: No report

Brian Donnelly made a motion to adjourn the meeting, seconded by Mae Sharma.  
Motion passed. Meeting adjourned.

**Respectfully submitted: Pat Genthner, Secretary  
Library Board of Trustees**