

LIMA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING
March 23, 2011

PRESENT: Trustees: Chris Preston, Sandi Shusda, Shirley Caccamise
Absent: Sharon Neenan
Librarian: Cathy Allen
Town Board: Bill Carey
Guests: Bruce Mayer, Dianah Mayer

Prior to the meeting, a reception was held to recognize Pradeep Janbari for his 20 years of service to the Lima Public Library. Members of the Lima Town Board were also in attendance.

Meeting was called to order by Chairperson Shirley Caccamise at 7:50 p.m.

Minutes for January: Motion made by Sandi Shusda, 2nd by Chris Preston to approve the minutes of January 19, 2011 with the following correction: spelling of Dinah Mayer and date of next meeting. Motion carried.

VOUCHERS: Vouchers numbered 1-20 for January and vouchers numbered 21-42 for February, have been submitted and approved for payment.

FRIENDS OF THE LIMA LIBRARY:

- Cathy will be attending a meeting with Jennifer Arbore (who helped to secure 501c3 certification) and Dianah Mayer to discuss the certification on Monday, March 21, 2011.
- The Friends are asked to give the Library a copy of the official 501c3 certification notice.
- The Friends are also asked to verify their spring Book Sale date and to bring a financial report to our May 18th Board meeting.

Board would like to express their gratitude to Jennifer Arbore for all the work she did to help the Friends Group secure the 501c3.

OLD BUSINESS:

- The new Wii system went into circulation on February 3, 2011.
- Permanent staff name badges are completed and soon the same for substitutes
- Our rotating artwork display from the Lima Local Artists is installed, and we have been receiving many compliments. The second set of artwork is currently being displayed

NEW BUSINESS:

- Applications for a new Library Board Trustee have been received and a decision to select a member to replace Pradeep Jangbari is at hand.

MOTION

Motion made by Shirley Caccamise, seconded by Chris Preston to approve Linda Phillips to replace Pradeep Janbari on the Lima Library Board of Trustees. Motion carried.

Cathy will submit Linda's name to the Lima Town Board for approval to the Library Board of Trustees.

- Library Personnel Policy states sick leave require staff members to have worked one year before accruing time off, however, no mention of one year is made for bereavement. Board agreed to pay staff member 5 hours for bereavement time off.
- The annual report for 2010 has been accepted by PLS and needs to be reviewed and signed for acceptance. It is required that all Trustees renewing their terms must take the oath of office with each new successive term and sign the notarized oath of office.
- The annual report needs separate accounts for not only downloadable audio books, but starting next year, for ebooks too. Cathy contacted St. John, and they will create L7410.415 for eBooks, since we currently use L7410.414 for downloadable audio books. A motion to transfer funds from the audio book account to the new eBook account, to split the available funds, is necessary.

MOTION

Motion made by Sandi Shusda, seconded by Chris Preston to create the account L7410.415 for eBooks and transfer half of the money in account L7410.414, to this new account. Motion carried.

- Deborah Everdyke, has been hired to fill the hours that Robin Douglas can no longer fulfill. Debbie was trained with 5 other substitutes, so we have trained clerks available for staff vacation and sick time.
- Cathy has contracted to purchase an Advanced Workstation for Education (AWE) (trademarked as an Early Literacy Workstation) for our Children's Room. These stations were endorsed by the NYS Department of Education last year and before considering this purchase, Cathy waited to see how they were accepted and used at other libraries in the PLS system. Cathy found the workstations to be successful and when she contacted the agent for information, she was told that NYS had a promotion till March 1st to save over \$500 per station in accordance with the initial purchases made in 2010. Rather than wait till our meeting on March 23rd, Cathy emailed the Board about this purchase and have brochures and endorsements about these stations.

MOTION

Motion made by Shirley Caccamise, seconded by Sandi Shusda to authorize Cathy to purchase an advanced Workstation for Education (AWE) for the cost of \$2100.00 plus shipping and handling, if needed. Motion carried.

- Cathy will be attending the April Lima Town Board Meeting to talk about use of the Scutt Community Room and to inform the Board of her plan to solicit sponsors for our Summer Reading Program from local businesses. Cathy has created a brochure to take to the meeting to "advertise" what our library offers. Cathy plans to use these brochures to give to new patrons, as they acquire a library card and to give to the Crossroads Council for an information packet to new community residents, and to give to our Rotary members.
- John Little, head of the Local Lima Artist group, and has agreed to hold Oil Painting classes for our patrons. He initially agreed to both Oil Painting and Sketching classes, but will have Sid Morris teach the Sketching classes. We have had 28 people sign up for classes to date. John will be holding classes for no more than \$5.00/per hour per student in the Scutt Community Room on Tuesday afternoons, and evenings and possibly some Wednesday afternoons, for 4 consecutive weeks. Sid Morris will hold sketching classes at the same rate on Monday evenings and Thursday afternoons. Jen Adams who owns a hobby farm in Lima for Fiber Goods, and heads the Crossroads Council in Lima, has agreed to do six different, 3 hour Fiber Art Workshops for

the same rate on Thursday evenings and Saturday mornings. Our patrons will be responsible for materials for each class, and the Library will provide programming. Descriptions of the workshops are available.

- Cathy will be scheduling eight first grade classes to visit the Library, in April, from Lima Elementary.
- Cathy has been attending PC classes at Geneva Public Library with the intention of being able to hold these classes at Lima Library in the fall, along with a variety of book discussion groups.
- Cathy will continue to survey information about purchasing an eReader for Library staff use, and will schedule a free eReader informational program for patrons, by Barnes & Noble.

Personnel Policy: Board to review prior to the May meeting. Discussion will be held at that time.

Motion to adjourn at 9:45 pm.

Submitted by Sharon Neenan, Secretary

Next meeting: Wednesday, May 18, 2011 7:00 p.m.