

OFFICIAL

LIMA PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

November 13, 2024

Approved as corrected at December 10, 2024 meeting

PRESENT: Trustees: Debby Lund (chair), Shirley Caccamise, Leta Button, Jon Grasso, Teri Kruk
Library Manager: Leslie Reyman
Friends Group: None
Town Board: None
Other: None

Meeting called to order at 6:33 p.m. by Chairperson Debby Lund.

Minutes of the previous Board meeting dated September 25, 2024 reviewed. Teri Kruk moved to approved minutes; Leta Button seconded; all in favor; none opposed.

Vouchers 109-118 and 119-133 reviewed and approved by the Board for submission to the Town.

Financial. Board reviewed the approved budget for 2025 and discussed current year's budget. Note was made that the bill from McNaughton Company of approximately \$7,000 would come due shortly and that the insurance bill still needed to be paid this fiscal year of 2024.

Library Manager's Report

- The Farmer's Market ended in the early part of October. Manager Reyman attended the Presbyterian appreciation dinner. Statistics for attendance at the Market supports continued involvement in 2025—attendance at the Library table averaged 45 people each week of attendance.
- Manager Reyman and Board Chair Lund attended the annual OWWL meeting in Canandaigua on November 13, 2024.

- Carpet Estimate. Estimate received from Lima Carpet. A second estimate will be coming from J. P. Carpentry Services Inc. in Spencerport. A third estimate is still needed.
- An estimate for replacing the railing alongside the driveway into the parking lot was secured. For a new vinyl railing, cost would be \$11,000. If used materials were used price might be around \$5-6,000. The Board agreed to postpone any action at this time and to discuss different options including approaching the Boy Scouts to advise them of a possible project.
- Tree on the Fence issue. The Town Board continues to pursue the matter working with Town Attorney.
- Manager Reyman updated the Library policies on the website.
- Manager Reyman submitted a grant application for \$700 from the Livingston County Capital Improvement Fund.
- No applications have been received thus far for the soon-to-be-vacant Trustee position.

New Business Discussed

Board meeting dates set for 2025 with meetings to be held in Scutt Room in the Library starting at 6:30 p.m.: January 8, March 12, May 14, June 11, September 10, November 12, December 10.

Holiday schedule set for Library for 2025; Library will be closed on the following dates.

New Year's Day, Wednesday, January 1, 2025
 Martin Luther King Day, Monday, January 20, 2025
 Presidents' Day, Monday, February 17, 2025
 Easter, Saturday, April 19, 2025
 Easter, Monday April 21, 2025
 Memorial Day, Monday, May 26, 2025
 Juneteenth, Thursday, June 19, 2025
 Independence Day, Friday July 4
 Labor Day, Monday, September 1, 2025
 Columbus Day/Indigenous Peoples' Day, Monday, October 13, 2025

Veterans' Day, Tuesday, November 11, 2025
Thanksgiving, Thursday, November 27, 2025
Thanksgiving Weekend, Friday-Saturday, November 28-29, 2025
Christmas Eve, Wednesday, December 24, 2025
Christmas, Thursday, December 25, 2025

Board discussed salaries and salary budget for 2025.

Boiler and radiator maintenance expense may need to come out of the Library budget. This is a matter for continued discussion.

Shirley Caccamise talked at length about the detailed management of the overall budget and the handling of year-end expenses submitted for payment in early January. Any leftover Library System grant funds should be transferred into the Reserve Fund.

Debby Lund moved that the Board go into **Executive Session**, Teri Kruk approved. All in favor, none opposed. Shirley Caccamise moved that Executive Session end, Leta Button seconded. All in favor, none opposed. Board came out of executive session. No action taken during session.

Shirley Caccamise moved to make Leslie Reyman the permanent manager of the Lima Library following conclusion of the provisional period and her successful passage of the Civil Service exam. Jon Grasso seconded the motion. All in favor, none opposed.

Teri Kruk moved that Leslie Reyman's salary be raised to \$42,562 effective the beginning of 2025 and be raised to \$44,690 on her anniversary-of-hire date. Jon Grasso seconded the motion. All in favor, none opposed.

Jon Grasso moved to adjourn the meeting; Leta Button seconded the motion. All in favor, none opposed.

Meeting adjourned 8:25 p.m.

Next meeting scheduled for December 10, 2034 at 6:30 p.m.