

## Elma Public Library Board of Trustees Meeting

December 12, 2017

Present: Tom Carloni, Kim Dixon, Sue Sudlik, Ellen McGreevy, Terry Booth, Eileen Holden, Dave Engberg, Jay Ricketts.

Meeting was called to order at 6:00 pm to hear a presentation by Jeff Packard from PAC Signs. Jeff presented updated designs and price sheets for the proposed outdoor LED sign. His presentation was thorough and informative. The quality of the product has increased and the price has decreased. The sign will be double sided and have red led lights. The brick wall will be made of Poly- Armour expanded Polystyrene. We must do the electrical work ourselves. The installation would be done by PAC. The sign itself would come with a 5-year warranty and the structure with a 10-year warranty. The next step would be for Sue Sudlik to attend a working meeting of the Town Board to present these designs and seek approval for a go ahead. Jeff told Sue that if he was given enough notice that he would be happy to attend the meeting with her to answer questions.

**Minutes:** The minutes from the November meeting were reviewed.

**Old Business:** We reviewed the updated Rules of Conduct for the library. Dave made a motion to accept and approve the updated Rules of Conduct. This was seconded by Sue and passed 7-0.

**New Business:** A discussion with Mary Jean Jakubowski and Ken Stone.

Mary Jean explained that the Erie County Legislature has asked how library funds are being utilized. They want to make sure that when they provide additional funds that additional services are being provided.

One concern was the fact that we do not provide year-round consistent hours. They wanted to know why we were not open in the summer on Saturday. They said we need to survey the community to see if they would like the library to be open different hours than it is presently open. Central library will provide assistance in developing a survey. It can be put on-line as well as placed in the library and the town hall.

The second concern is the difficulty they have explaining why we have persons in the building for extended periods of time when the building is closed. They gave as an example an 8 hr. shift on Thursdays. They feel there is less physical handling of materials, therefore we do not need so much time for staff to be working without patrons. They feel we are underusing our staff resources and scheduling needs to be looked at.

On time sheets, they want the staff to document all outreach that is taking place, or programs that are taking place when the library is closed. They recommended that there should be staff working no more than 1 hour per day when the library is not open.

We agreed to conduct a survey in February if the board has final say as to what is on the survey. Tom has agreed to look at the schedule to see if it can be tweaked to add more open hours.

Eileen made a motion to approve the minutes and adjourn at 8:15pm. This was seconded by Sue and passed 7-0.

The next meeting will be on January 9<sup>th</sup> at 7pm

Respectfully submitted by Terry Booth