



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**August 2, 2017**  
**Carmen Community Room**

**Trustees present: Spadafore, Budmen, Gutierrez, MacLaughlin, Schapley, and Hewitt.**

**Excused: Hluchyj**

**Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St.Leger, Clerk to the Board**

**Others: Staff and community members**

**REGULAR MEETING**

**A. CALL TO ORDER**

President Spadafore called the regular meeting to order at 6:30 p.m

**B. SALUTE TO THE FLAG**

**C. CORRESPONDENCE: none**

**D. AGENDA CHANGES:** President Spadafore requested an agenda change to move Item H. OPEN FORUM on the agenda to precede Item E. CONSENT AGENDA. MacLaughlin made a motion which was seconded by Schapley to approve the agenda change as requested. All were in favor.

- Dave Witkowski, Library Clerk II read from a prepared statement (attached).
- Sara Wescott, spoke to the board regarding her position as a Page for the past 10 years, and how much she loves working at LPL. Wescott asked the Board to be fair when considering the hourly wage paid to Pages.
- President Spadafore made a brief statement regarding a grievance filed on August 1, 2017, and indicated the board will conduct an investigation and provide a report at the September Board Meeting.
- Laurel Sharp, Librarian I shared with the board she has worked at LPL for 30 years, and considers it a great privilege to work here. Sharp stated she thinks we are all on the same page, and feels there has been miscommunication which she regrets, and hopes there will be an agreement soon.

**E. CONSENT AGENDA**

1. Approval of July 12, 2017 Regular Meeting Minutes
2. Approval of Monthly Bills for July

Shapley made a motion and Budmen seconded to approve the Consent Agenda. All were in favor.

**F. REPORTS TO THE BOARD**

**1. Financial Report**

- Morgan provided an update to the board on the financial statements, and the status of the audit. Request for proposals were set to four accounting firms, and are due to be returned by August 15<sup>th</sup>. An auditor will be chosen in September with the audit to be completed in October. MacLaughlin requested a copy of the RFP and there was a brief discussion regarding the audit requirements and cost.

## 2. Vice President's Report

- Vice President Gutierrez shared with the board her co-workers at III will be volunteering to help with the book sort and book sale.

## 3. Director's Report

- The Lobby Book sale brought in \$2,091.95 in July, while the wishing well had \$46.17. The gift shop sales totaled \$68.85, the donation box contained \$36.19, and we received \$15.00 in donations from patrons attending movies.
- Wisniewski shared a story about a recent collaboration with the school district. LCSD received a community resource grant, and wanted to include the library in two family events. Librarian Luke Connor attended an event at Donlin Drive Elementary which was very well attended. The next event will be held on August 3<sup>rd</sup> at Liverpool Elementary. Thank you to Trustee Kay Budmen for facilitating the library's participation in these events.
- Two baby dinosaurs and three dinosaur eggs have been installed in the garden area. The installation was made possible with donations received in memory of Robert Palmer, and was designed after discussions with the Palmer family. The new additions were created by J.P. Kennedy who created the original dinosaurs. We will discuss a dedication with the Palmer family.
- We had a visit from former Liverpool resident Sandy Witzel and her husband, Jay. Sandy shared a story of some youthful shenanigans nearly 50 years ago which has always bothered her. To ease her conscience, Sandy made a \$500 donation to the Liverpool Public Library fund at the CNY Foundation.

## 4. OCPL Report:

- No report. Board does not meet in July

## G. ITEMS FOR ACTION AND DISCUSSION

### 1. LPL Computer & Networks: Employee Use Policy for First Reading

Budmen made a motion and MacLaughlin seconded to approve the policy for first reading. The policy was reviewed by the Attorney who recommended some wording adjustments. All were in favor

### 2. Internet Use Policy for First Reading

Budmen made a motion and Hewitt seconded to approve the policy for first reading. There were some adjustments to the policy to include patrons using their own devices on the library's wi-fi. There was a brief discussion regarding the policy. All were in favor

### 3. Designate Board of Trustees Meeting Days

Schapley made a motion and Hewitt seconded to change the regular meeting day of the board to the 2<sup>nd</sup> Wednesday of every month at 6:30pm, unless otherwise noted, beginning July 2018. All were in favor.

### 4. Richberg Fund

Budmen made a motion and Schapley seconded to authorize the Director to submit the proposal as requested for the purchase of musical instruments to be placed in the outdoor programming space. There was a brief discussion regarding the amount of the grant being less than the total cost, and the balance of the project will come from general funds. All were in favor

## H. OPEN FORUM:

### I. BOARD FORUM: Budmen thanked the library staff for attending the Family Resource Event at Donlin Drive Elementary on short notice.

J. EXECUTIVE SESSION –

Spadafore stated the need for an executive session to discuss a personnel matter. Gutierrez made a motion and Hewitt seconded to move into executive session for the previously stated matter. All were in favor. Wisniewski and Morgan were asked to attend. The board moved into executive session at 7:06 p.m. with no action to follow.

Gutierrez made a motion to return from executive session at 8:02 p.m, seconded by Hewitt. All were in favor.

K. ADJOURNMENT

Schapley made a motion to adjourn and MacLaughlin seconded. All were in favor. The meeting was adjourned at 8:03 p.m.

Respectfully submitted,

*Martina St. Leger*

Martina St.Leger, Clerk to the Board