



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
August 12, 2020  
Held via Zoom Cloud Conferencing

**Trustees present: Baker, MacLaughlin, Budmen, Gouger, Hluchyj, and Schapley**

**Absent: Hewitt**

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

**REGULAR MEETING**

**A. CALL TO ORDER**

President Budmen called the regular meeting to order at 6:39 p.m.

**B. SALUTE TO THE FLAG**

**C. ACCEPT JULY MEETING MINUTES.**

**D. CORRESPONDENCE:** Letter and Donation from Barry and Barbara Gordon.

**E. AGENDA CHANGES:** none

**F. REPORTS TO THE BOARD**

**1. Financial Report**

- The Board received the Budget Status Report through July. These reports were previously distributed electronically.
- Bank Statements through June 2020 with balance reconciliations from LCSD were received and reviewed by the library's business office. The bank statements from Chase and Key are received by LCSD District Treasurer with the reconciliations being done by LCSD Account Clerk. The statements were on hand if called upon for Board review.
- GASB 75 has been completely updated.
- LCSD has negotiated a tax settlement with Macy's with the Library's portion totaling \$2,700.
- Inero is tentatively scheduled to start the annual audit the week of September 7<sup>th</sup>.
- Gouger reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated July 9, 2020 through August 12, 2020.

Budmen seconded the motion.

Aye: Baker, MacLaughlin, Budmen, Gouger, Hluchyj, Schapley.

Final Resolution: Motion Carried

**2. President's Report:**

- Attorney Robert Germain advised that the term limit set in the most recent update of the By-Laws is proper as it was reviewed and voted on and approved by the board in a public manner.
- The NYS Library Trustee's Association has become part of the NY Library Association. The annual NYLA Conference will be held online this year on November 5<sup>th</sup> and 6<sup>th</sup>. There are sessions geared towards library trustees regarding legal issues and budget planning. NYLA.org

**3. Director's Report**

- Patron visits began July 15<sup>th</sup> by appointment. Between July 15-31 there were 704 patron visits. The Grab and Go in the garage had 1,755 appointments to pick up items during July.
- Following up on previous discussions of the diversity of collection.

- Library Journal is offering an online professional development course titled: Evaluating, Auditing, and Diversifying Your Collections. Several staff members will participate in the 3, two-hour sessions.
  - Two resource tools that have been shared with staff are:
    - diversebookfinder.org a searchable database of multicultural children’s books going back to 2002.
    - A wonderful lib guide produced by the Massachusetts Library System called inclusive collections <https://guides.masslibsystem.org/inclusivecollections>
  - A Collection Policy is being developed and will be presented for first reading in September. A diversity statement will be included along with the ALA policies. A separate Local History policy will also be developed.
- All the documents and phased reopening plans developed during the recent shutdown will be consolidated and added to the continuity plan. Should this type of shut down occur again we will have everything prepared as a guide.
  - A Telecommuting policy is being drafted and will be presented to the board. The need for this policy is a result of the recent shut down and will provide needed guidelines for working from home.
  - The Business Manager has been working with FEMA on our grant application to try and recoup some of our expenses directly related to the pandemic and materials needed for patron safety.
  - An update on the NYS Construction grant application from last year to pay for shelving in the Children’s Room. The state funds are bonded so it is likely the funds are secured for the grant, but there are no rules. The project will remain on hold until we receive the funds.
  - Baker inquired about programs and reviewing titles of programs.
4. OCPL Report: The County Executive is delaying the opening of the Central library and the branches due to the budget issues in the county. Curbside pickups will continue for now. The library budget has had cuts to materials budget in order to preserve further staff reductions. There is a 20% cut in basic state library aid coming from Albany. Funding comes from the state and is distributed to the libraries in the system. Library systems is the only agency to get specific funds right now. SCSD is working with OCPL to find space for students on the days they are not in the classroom and do not have internet access at home.

## G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes  
No changes
2. Alfred W. Richberg Fund for Liverpool Public Library Proposal  
The library received notification of the distribution amount available (\$13,200) this year from the *Alfred W. Richberg Fund for Liverpool Public Library*. The library is required to submit a proposal documenting how it plans to utilize the annual distribution. This year’s proposal will focus on “Helping Parents Find Solutions”  
Hluchyj made a motion and Gouger seconded to authorize the Director to submit the project proposal.  
Aye: Baker, MacLaughlin, Budmen, Gouger, Hluchyj, Schapley.  
Final Resolution: Motion Carried
3. Copyright Policy for first Reading  
Motion to accept the policy for First Reading by Baker, second by MacLaughlin.  
Aye: Baker, MacLaughlin, Budmen, Gouger, Hluchyj, Schapley.  
Final Resolution: Motion Carried
4. Freedom of Information (FOIL) Policy for first reading  
Motion to accept the policy for First Reading by Gouger, second by Baker.  
Aye: Baker, MacLaughlin, Budmen, Gouger, Hluchyj, Schapley.  
Final Resolution: Motion Carried
5. Meeting Room Use Policy for first Reading.  
Motion to accept the policy for first Reading by Schapley, second by Hluchyj.  
Aye: Baker, MacLaughlin, Budmen, Gouger, Hluchyj, Schapley.  
Final Resolution: Motion Carried

H. OPEN FORUM: no comments.

I. BOARD FORUM: no comments.

J. EXECUTIVE SESSION –

Budmen stated the need for an executive session to discuss a Legal Matter with no action to followed by an executive session to discuss a personnel matter related to a particular employee with possible action to follow.

Gouger made a motion and Hluchyj seconded to move into executive session at 7:16 p.m. for the previously stated matters.

Aye: Baker, MacLaughlin, Budmen, Gouger, Hluchyj, Schapley.

Final Resolution: Motion Carried

Wisniewski and Smith were asked to attend.

Wisniewski left the executive session at 7:48pm

The board returned from executive session at 8:18 p.m. and there was no action.

K. ADJOURNMENT: The meeting was adjourned at 8:21 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board