



MINUTES
BOARD OF TRUSTEES MEETING
December 7, 2016
Carman Community Room

Trustees present: Dodge, Spadafore, MacLaughlin, Hluchyj, Gutierrez and Schapley.
Excused: Budmen
Staff: G. Wisniewski, Director; M. St. Leger, Clerk to the Board
Others: Staff and community members

REGULAR MEETING

A. CALL TO ORDER

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

B. SALUTE TO THE FLAG

C. CORRESPONDENCE:

- Letter from Assemblywoman Pamela Hunter.

D. AGENDA CHANGES: NONE

E. CONSENT AGENDA

1. Approval of November 2, 2016 Regular Meeting Minutes, October 28, 2016 Special Board Meeting Minutes, and November 11, 2016 Special Board Meeting Minutes
2. Approval of Monthly Bills for November
MacLaughlin made a motion and Schapley seconded to approve the Consent Agenda. All were in favor.

F. REPORTS TO THE BOARD

1. Staff Report – Elizabeth Oberst
 - Oberst joined the library staff as a Page in September 2015. Oberst and the board discussed the duties of a Page.
2. Treasurer’s Report
 - The board received copies of the expenses and revenues through the end of November. Hluchyj reported on the library’s finances as reflected in the reports.
3. President’s Report
 - Friday morning is the CNY Library Resources council legislative breakfast at the newly renovated Central Branch. Register at CLRC.org. There is usually a very good turnout from legislators.
4. Director’s Report
 - The Lobby Book sale brought in \$2,474.07 in November, while the wishing well had \$39.83. The gift shop total was \$142.60 and the donations were \$51.63 of which \$29 was from patrons attending a movie.
 - Copies of the Strategic Plan marketing piece have been completed. The brochure is a condensed version of the complete Strategic Plan in the form of a brochure.
 - Seven Staff members attended the NYLA Conference in Albany the first week of November. Staff reports were shared with the Board. Two staff members, Hibbert and Hare, participated in a panel discussion of the human library program.
 - The new website is in the coding development stage then content will be added. A sandbox version of the website will be ready in the near future for testing.
 - Towlson and St.Leger attended the Village of Liverpool Planning Board meeting on November 28th regarding the pavilion project. The Village Planning Board referred the plan to the County Planning Board for approval because the property is adjacent to Route 370. The county board meets on December 14. Once approval is received the landscaper is ready to install the hardscape before the ground freezes

and complete the pavilion in the spring. Vice President Spadafore noted there should not be an issue with the approval since a Dunkin Donuts Drive-thru was approved at a major traffic choke point in the village.

- The 12 Chromebooks with travel cases have been received and we are ready to take our computer classes on location.
- Morgan, Hopper and Wisniewski met with LCSD staff and the Architect regarding the bathroom renovations. Any renovations will have to be done by LCSD and on their timeline due to ADA compliance. LCSD Phase 4 committee will be at our building on February 17th and will discuss the needs.
- Test drives for the new outreach van have been completed and a decision has been made to purchase a Nissan NV2500. We will be able to purchase the van locally through the NYS bid process.
- Creative Library Concepts is working on our first floor renovation project. Library collection numbers have been submitted, and a designer was on site to take photos. We should receive a proposal after the first of the year.
- Former LPL Trustee, George Alessio will be hosting a program on Ragtime and composer Scott Joplin, January 26 at 7pm. Alessio will be playing the piano and sharing the history of Ragtime music.
- The bike has been delivered and the cart is on the schedule to be built in the first quarter of 2017 and will be delivered in time to begin our new outreach efforts in the spring. The funding was secured by Assemblywoman Pamela Hunter.
- OCPL is hosting the annual Legislative Breakfast on Friday, December 9th. Wisniewski, MacLaughlin and Dodge will be there to meet legislators and their representatives with ideas for projects in need of their support.

5. OCPL Report:

- Dodge emailed the board a written report and shared some highlights of OCPL's budget goals for 2017.

G. ITEMS FOR ACTION AND DISCUSSION

1. Meeting Room Use Policy for First Reading

Spadafore made a motion and Gutierrez seconded to approve the policy for first reading. Discussion followed on proposed changes. All in favor. Motion carries.

2. Open Forum Policy for First Reading

Spadafore made a motion and Schapley seconded to approve the policy for first reading. All were in favor. Motion carries.

3. Position of Board Secretary

Dodge has tabled this item to the January 2017 meeting.

4. Preliminary Budget Discussion

The board discussed plans and goals for the 2017-2018 budget.

H. OPEN FORUM: nothing

I. BOARD FORUM: There was a discussion regarding Director's and Officer's insurance.

J. EXECUTIVE SESSION

Dodge stated the Board has need to enter into executive session for the purpose of discussing legal matters.

Spadafore made a motion, Hluchy seconded to enter into executive session at 7:11pm. with no action to follow. Morgan and Wisniewski were asked to stay.

Spadafore made a motion and Hluchy seconded to leave executive session at 7:49pm.

K. ADJOURNMENT

Spadafore made a motion and Schapley seconded to adjourn. Dodge adjourned the meeting at 7:50 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board