



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**January 4, 2017**  
**Carman Community Room**

**Trustees present: Dodge, Spadafore, MacLaughlin, Hluchyj, Budmen, Gutierrez and Schapley.**  
**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 Salvation Army regarding Christmas Bureau Toy Drive – 250 Toys sent from LPL and III.
- Email from Joseph O'Connor offering his thanks to Teen Librarian Luke Connor for the Anime program.
- Spirit of Syracuse program featuring an ad for Liverpool Public Library, and photos of two LPL employees who are members of the chorus.

**D. AGENDA CHANGES: NONE**

**E. CONSENT AGENDA**

1. Approval of December 7, 2016 Regular Meeting Minutes
2. Approval of Monthly Bills for December  
Spadafore made a motion and Budmen seconded to approve the Consent Agenda. All were in favor.

**F. REPORTS TO THE BOARD**

1. Staff Report – Colin Welch
  - Welch, a graduate of Syracuse University, joined the library staff in March 2016 as a substitute librarian and shortly thereafter was hired as a part time reference librarian. Welch and the Trustees discussed some of the most common questions asked by our patrons.
2. Treasurer's Report
  - The board received copies of the expenses and revenues through the end of December. Hluchyj reported on the library's finances as reflected in the reports.
3. President's Report
  - Wisniewski and Dodge attended the CNY Library Resources council legislative breakfast in December.
  - Dodge briefly discussed the D&O insurance, and stated there would be more discussion later in the meeting.
4. Director's Report
  - The Lobby Book sale brought in \$2,006.04 in December. The wishing well had \$28.71. The gift shop total was \$225.85 and the donations were \$43.62 of which \$9.50 was from patrons attending a movie.
  - The Communication staff were trained on how to populate the pages of the new website. The goal is to launch the new site at the same time the next program guide is published in April.
  - A deposit was sent for the Book Bike Cart. Wisniewski has reached out to Assemblywoman Pamela Hunter who secured the grant supporting the project. We are seeking input from the Assemblywoman on how to properly recognize her support for this project.
  - The new outreach van has been selected, and the quote will be published in January for fulfillment based upon our requirements not to exceed \$20,000, and we expect delivery by March.
  - Request for quotes will also be sent out for our wiring project with a selection made in late January.

- Our Communications Specialist Mark Bialczak is doing a great job with our social media. A video of Harmonic Collective who performed at the library last week has been viewed more than one thousand times to date. Our social media stats have been consistently on the rise. We had a young library patron ask for diaper donations for her birthday which she brought into the library. The Facebook post of the story has reached more than eight thousand people so far. Local papers are now asking for the story. Vice President Spadafore asked to have social media statistics included in the monthly report.

#### 5. OCPL Report:

- Dodge emailed the board a written report. Dodge discussed one resolution the OCPL Board approved to permit expenditures from the unrestricted board designated fund for miscellaneous items such as association memberships, conference attendance, and software. The OCPL Strategic Plan has been delayed due to the resignation of the board member heading the project.

### G. ITEMS FOR ACTION AND DISCUSSION

#### 1. Meeting Room Use Policy for Second Reading and Final Approval

Spadafore made a motion and Gutierrez seconded to approve the policy for second reading. All in favor. Motion carries.

#### 2. Open Forum Policy for Second Reading and Final Approval

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

#### 3. Position of Board Secretary

Spadafore made a motion to appoint Dorianne Gutierrez as Board Secretary. All were in favor. Gutierrez accepted the appointment.

#### 4. Director's Budget Proposal

The Board discussed the proposed budget, and all agreed the presented budget is on the right track to support the goals of the strategic plan.

#### 5. By-Laws of the Board of Trustees

There was discussion regarding Public Officer's Law section 18 and specifically subsections 2, 3 and 13. Dodge recommended adopting a by-law change recommended by council. A change in the by-laws will be voted on at a future meeting.

H. OPEN FORUM: Bialczak led a conversation with the board regarding the strategic plan goals of getting out in the community and how the library is now presenting programs at other locations such as Runnings in Clay, and Soule Rd. Middle School. Board Trustee Budmen was instrumental in facilitating programs being held at Soule Rd.

I. BOARD FORUM: There was a discussion regarding a recent Tom Henry Program on Pearl Harbor and an upcoming program on the Blizzard of '66 to be held at Runnings in Clay. Former Trustee George Alessio will be presenting a program on the topic of Scott Joplin and Ragtime music in the Carmen Community Room on Thursday, January 26<sup>th</sup>.

### 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, Schapley seconded to enter into executive session at 7:30pm. with no action to follow. Morgan and Wisniewski were asked to stay.

Budmen made a motion and Hluchyj seconded to leave executive session at 8:10pm.

### K. ADJOURNMENT

Spadafore made a motion and Schapley seconded to adjourn. Dodge adjourned the meeting at 8:10 p.m.

Respectfully submitted,

*Martina St. Leger*

Martina St.Leger, Clerk to the Board