



MINUTES
BOARD OF TRUSTEES MEETING
January 13, 2021
Liverpool Public Library and via Zoom, YouTube

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

Absent:

Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; S. Smith, Admin. Asst.;
C. Reynolds, Administrative Aide; M. St. Leger, Clerk to the Board

REGULAR MEETING

A. CALL TO ORDER

President Budmen called the regular meeting to order at 6:36 p.m.

B. SALUTE TO THE FLAG

C. ACCEPT DECEMBER MEETING MINUTES.

D. CORRESPONDENCE: none

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget and Revenue Status Report through December. These reports were previously distributed electronically.
- Bank Statements through October 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.
- There was discussion regarding the possibility of having a claims auditor.
- Budmen reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated December 10, 2020 through January 13, 2021.
Gouger seconded the motion.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj, Schapley.
Final Resolution: Motion Carried

2. Staff Report – Colette Reynolds

Colette Reynolds joined the staff as Administrative Aide on November 30, 2020 working with Smith in the Business and Personnel office. Reynolds, a native of Camillus previously worked at the Onondaga County Sheriff's Department in Human Resources.

3. President's Report:

- Budmen inquired about COVID-19 vaccinations for the library staff. Wisniewski replied the library staff are classified as educational and are eligible under the 1B vaccination guidelines. Wisniewski would like to offer 2 hours of administrative time for employees to get their vaccination.

4. Director's Report

- The plaque commemorating the renovation has been hung up in the library and looks very nice. Wisniewski sent a letter and a photo to former Board President Gutierrez who responded it looks lovely, she is very honored, and misses everyone. Budmen sent a letter to Dr. Potter along with a photo of the plaque and thanking him for his support of the project.

- Collection diversity update: Wisniewski provided an update in her monthly written report to the board. Updates will continue to be written in future as those reports are also shared with the library staff. Items of note will be addressed in the Director's report during the board meeting.
- Wisniewski would like to explore adding an accessibility widget to the library's website which would make the site more ADA and WCAG (web content accessibility guidelines) compliant. Patrons with vision impairment, hearing loss, or cognitive disabilities would be able to adjust the website with the widget to suit their needs. Compliant websites have an icon on the page that when accessed opens a menu with multiple tools such as bigger text, invert colors, moderate spacing, dyslexia friendly, and pause animations.
- Wisniewski and the Board had a robust discussion regarding the services agreement with OCPL. Services we are paying OCPL to provide have declined and are having an impact. Deliveries between OCPL and LPL have dropped from 5 per week to 2, there is no Inter Library Loan, or original cataloging. While LPL does their own cataloging, we have offered our services to other member libraries to help fill the void. Wisniewski let the Board know many cuts in service are due to Covid related furloughs at the county level but is concerned about when services will be restored and at what level. The Board has offered their support and assistance to the Director.

4. OCPL Report: no report.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

APPOINTMENTS

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Anno, Ashlee	Librarian I (PT)	\$21.98 p/h	12/21/2020
Wright, Nicole	Librarian I (PT)	\$21.98 p/h	1/11/2020

REMOVE TITLES FROM CIVIL SERVICE ROSTER

<u>Number</u>	<u>Title</u>
96-00-148-1	COMPUTER EQUIPMENT MAINTENANCE SPECIALIST
96-00-047-1	LIBRARY CLERK I
96-00-049-1	LIBRARY CLERK I
96-00-052-1	LIBRARY CLERK I
96-00-053-1	LIBRARY CLERK I
96-00-056-1	LIBRARY CLERK I
96-00-060-1	LIBRARY CLERK I
96-00-032-1	LIBRARY CLERK II
96-00-037-1	LIBRARY CLERK II
96-00-038-1	LIBRARY CLERK II
96-00-039-1	LIBRARY CLERK II
96-00-041-1	LIBRARY CLERK II
96-00-042-1	LIBRARY CLERK II
96-00-043-1	LIBRARY CLERK II
96-00-045-1	LIBRARY CLERK II
96-00-076-1	LIBRARY MEDIA SPECIALIST
96-00-080-1	PAGE
96-00-081-1	PAGE
96-00-082-1	PAGE
96-00-083-1	PAGE
96-00-084-1	PAGE
96-00-085-1	PAGE
96-00-086-1	PAGE
96-00-087-1	PAGE
96-00-088-1	PAGE
96-00-089-1	PAGE
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96-00-096-1	PAGE
96-00-097-1	PAGE
96-00-098-1	PAGE
96-00-100-1	PAGE
96-00-101-1	PAGE
96-00-147-1	PERSONNEL ANALYST

Motion to accept the Personnel Changes as presented by Schapley, second by Gouger.

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

Final Resolution: Motion Carried

2. Surplus List

Fixed Inv. ID	Date Acquired	Item Description	Reason for Surplus
23385	8/9/2012	Cisco ASA 5305	Outdated
22718	7/15/2006	Linksys Ethernet Hub	No longer needed
23290	12/30/2008	Cisco ASA 5505	Outdated
23029	12/15/2003	iMac Display	No longer needed
23320	6/15/2009	XP Dell Optiplex 760	Outdated
23359	3/15/2011	Lenova Thinkpad x1200	No longer needed
23357	3/15/2011	Lenova Thinkpad x1200	No longer needed
23431	6/13/2014	XP Dell Optiplex 760	Power Supply inoperable
23428	6/13/2014	Dell Optiplex 9020 AIO	damaged screen

Motion to accept the policy for second reading and final approval by Gouger, second by Hluchyj.

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

Final Resolution: Motion Carried

3. Internet Use Policy for Second Reading and Final Approval

Motion to accept the policy for second reading and final approval by Hluchyj, second by Hewitt.

There was discussion and approval to change the words “chat rooms” to “social media” and a request to add links to the NYS Penal Laws sited in the policy.

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

Final Resolution: Motion Carried

4. Computer Use Policy for Second Reading and Final Approval

Motion to accept the policy for second reading and final approval by Hluchyj, second by Baker.

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

Final Resolution: Motion Carried

5. Director’s 2021-2022 Budget – First Draft

The Trustees discussed their goals for the 2021-2022 budget with the Director and Assistant Director.

H. OPEN FORUM: Mark Bialczak shared a message via you tube. The link to sign up for a covid vaccination appointment is available on the LPL website.

I. BOARD FORUM: nothing

J. EXECUTIVE SESSION –

Budmen stated the need for an executive session to discuss a Legal Matter with no action to follow. Gouger made a motion and Schapley seconded to move into executive session at 7:39 p.m. with no action to follow for the previously stated matter.

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

Final Resolution: Motion Carried

Wisniewski, Reckhow, Smith, and St.Leger were asked to attend.

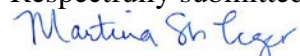
Hluchyj made a motion to return from executive session at 7:49 p.m., seconded by Hewitt.

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

Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 7:50 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board