



MINUTES
BOARD OF TRUSTEES MEETING
January 12, 2022
Carman Community Room

Trustees present: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley
Staff: G. Wisniewski, Director; S. Reckhow, Asst Director; S. Smith, Business Manager;
M. St.Leger, Clerk to the Board, K. Jensen, Pub Info Specialist

REGULAR MEETING

A. CALL TO ORDER

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

B. SALUTE TO THE FLAG

C. ACCEPT DECEMBER MEETING MINUTES

D. CORRESPONDENCE: Thank you note from Samaritan Center, LPL coverage in Star Review

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Staff Report —

The Board met Daniel Perez, Digital Inclusion Specialist, who joined the staff in November 2021. Perez told the board his co-workers have been very welcoming. He appreciates the collaborative work environment, and how the library is forward thinking.

2. Financial Report

- The Board received the Budget Status Reports through December 2021. These reports were previously distributed electronically.
- Bank Statements through October 2021 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.
- The Independent Claims Auditor reviewed each invoice for the period of December 8, 2021, through January 12, 2022.

Gouger made a motion to authorize payment of the audited invoices and approve account transfers. Baker seconded the motion.

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

Final Resolution: Motion Carried

3. President's Report:

- Budmen let the board know she received an email from former Trustee Donald MacLaughlin thanking everyone for their support and donation to IseeUblankets.org in memory of his son, Brian.
- Budmen expressed her excitement for the 'Pool Pass project which is nearing implementation at the Soule Road Complex.

4. Director's Report

- Wisniewski gave the board an update on the effects of Covid on library programs and staffing. LPL is following the guidelines set by Onondaga County.
- LPL partnered with the Town of Salina to distribute 180 test kits and KN95 masks to residents on December 29, 2021. We will continue to give out KN95 masks at our Circulation desks until the supply is exhausted.
- A recent grant application asked for our organizations Inclusion, Diversity, Equity and Accessibility (IDEA) Statement. In lieu of an IDEA Statement they asked for the steps we are taking to take advantage of the principles. As we move forward in updating our Strategic Plan, Mission Statement and Vision Statement, we should consider adding an IDEA Statement to the set of documents.
- Reckhow provided an update on the 'Pool Pass, virtual student library card. A pilot of the program is set to launch to students in the Soule Road complex the week after February Break. The 'Pool Pass program will be presented to the LCSD Board at the February 7th meeting.

5. OCPL Report:

- LPL worked with Onondaga County Parks Department to create park pass for the parks that charge admission including the Zoo, Beaver Lake, and the beaches during the summer. We recently received the 2022 passes and distributed 2 passes for each library in the system for a total of 60 passes.
- Lafayette Public Library has hired a new Director, Jessica Rice.

G. ITEMS FOR ACTION AND DISCUSSION

1. Surplus List

Fixed Inv. ID	Date Acquired	Item Description	Reason for Surplus
23408	5/10/2013	iMac 21" Computer	Outdated
23441	2/15/2014	iMac 21" Computer	Outdated
23421	5/10/2013	iMac 21" Computer	Outdated
23404	5/10/2013	iMac 21" Computer	Outdated
23412	5/10/2013	iMac 21" Computer	Outdated
23407	5/10/2013	iMac 21" Computer	Outdated
23410	5/10/2013	iMac 21" Computer	Outdated
23396	6/30/2010	AWE Station Computer	Outdated
23333	6/14/2010	MacBook Computer	Outdated
23336	6/14/2010	MacBook Computer	Outdated
23304	12/19/2008	MacBook Computer	Outdated
23330	6/14/2010	Dell e5500 Laptop	Outdated

Motion by Baker to accept the Surplus List as presented second by Gouger.

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

Final Resolution: Motion Carried

2. Adopting New Board Policies for Second Reading and Final Approval

Motion to approve the policy for Second Reading and Final Approval by Hewitt second by McLaughlin.

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

Final Resolution: Motion Carried

3. Borrower Cards Policy for Second Reading and Final Approval

Gouger made a motion and Schapley seconded to approve the policy for Second Reading and Final Approval.

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

Final Resolution: Motion Carried

4. Records retention Policy for Second Reading and Final Approval.

Baker made a motion and Hewitt seconded to approve the statements for Second Reading and Final Approval.

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

Final Resolution: Motion Carried

5. Accept Annual External Audit from Insero & Co.

Gouger made a motion and McLaughlin seconded to accept the External Audit by Insero & Co.

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

Final Resolution: Motion Carried

6. Director's 2022-2023 Budget – First Draft

The Trustees discussed the first draft of the 2022-2023 budget.

H. OPEN FORUM: Karen Doud, President of the Liverpool Community Chorus requested an exception to the Room Use Policy for use of the Carman Community Room every Tuesday evening for rehearsals.

I. BOARD FORUM:

- Trustee John Hluchyj thanked Doud for her comments.

Hluchyj made a motion to deny the request by the Liverpool Community Chorus for an exception to the Room Use Policy. McLaughlin seconded the motion.

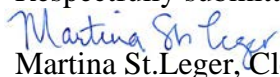
Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley

Final Resolution: Motion Carried, the exception to the rule is not granted.

- Gouger reminded the board of the new requirement for 2 hours of Trustee Education annually. The upcoming NYS Library Trustee Handbook Book Club will count towards the education requirement

J. ADJOURNMENT: The meeting was adjourned at 7:29 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board