

**MINUTES  
REGULAR MEETING  
LIVERPOOL PUBLIC LIBRARY  
JANUARY 8, 2014**

**Trustees present: Scavone, Dodge, Spadafore, Spado, Dunstone and Ward. Alessio arrived at 6:50 p.m.**

**Staff: Polly, Director and Morgan, Clerk to the Board**

**Others: Y. Hewitt, A. Napier**

**REGULAR MEETING**

**A. CALL TO ORDER**

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

**B. SALUTE TO THE FLAG**

**C. CORRESPONDENCE:** correspondence circulated amongst the Board

**D. AGENDA CHANGES:** no changes

**E. CONSENT AGENDA**

1. Approval of December 4, 2013 Regular Board Meeting Minutes

2. Approval of monthly bills for December.

Spadafore moved and Dunstone seconded to approve items under the Consent Agenda. All were in favor.

**F. REPORTS TO THE BOARD**

1. Staff report: Annika Dailey, Custodial Department Supervisor, explained the staffing structure in her department. She reported on the department's many responsibilities, highlighting day-to-day activities that keep the building clean as well as safe for patrons and staff. She reported on the many compliance issues she works on, including required fire drills, equipment inspections, and maintaining the Material Data Safety Sheets files.

2. Treasurer's report

Dunstone reported on the library's financial status based on expenditure and revenue reports through December 30, 2013.

3. President's report: Scavone received the new program guide with very interesting programs, and acknowledged the director's report that showed an increase in program attendance. Scavone extended New Year wishes to all.

4. Director's report: In addition to the written report:

- The Director noted the new "Finding Local History Collections Online" brochure.

- Informed the Board about the Big Read kickoff event at the Landmark Theater on January 12.

- A generous donation from the CNYPC Users' Group was acknowledged.

- A letter from the Village of Liverpool Codes Enforcement Department was considered. The Board had no objection to allowing the Codes Officer to park in the library lot for the winter months, through April 15, 2014, providing that no particular spot was designated. This arrangement is for this year only and should be considered temporary and subject to re-evaluation.

- An update on the Out of System Borrower fee notification letter, the mailing of which had been postponed until the Library Board could provide further guidance on timing. The sense of the Board was to send the letters as soon as possible and to start charging the out of system borrower fee.

5. OCPL/Advisory Board Meeting: Dodge reported on the latest OCPL news.

**G. ITEMS FOR DISCUSSION AND ACTION**

1. Technology Plan

Ward moved and Dunstone seconded to accept the Technology Plan with a correction needed under Part B of the Vision Statement. All were in favor. The Vision Statement will be amended to reflect the change needed.

Beginning January 1, 2014 the standard mileage rate was changed from 56.5 cents to 56 cents. Dunstone moved and Spadafore seconded to approve the change for mileage reimbursement to 56 cents per mile for business miles driven. All were in favor.

### 3. Director's budget proposal for 2014/2015

The Director presented a first draft of the 2014/15 fiscal year budget. The Board received copies of the following:

- Proposed budget with comparison budgets from the past three years, showing budget and actual expenditure figures

- A written narrative with an overview, goals, and objectives for the next fiscal year's budget

- A budget with a detailed narrative on each expenditure line explaining changes, if any.

Discussion followed on the various documents received. The first draft represented a 3.1% projected tax levy increase with an expenditure line of \$3,833,100 showing a difference of \$120,000 more from the current budget. A second draft will be presented in February.

H. OPEN FORUM: no report

I. BOARD FORUM: Spadafore acknowledged the January's lobby show, mentioning that he knows Ray Trudell and admires his work. Dodge expressed his congratulations to Rick Fensterer and Cindy Hibbert for their excellent work on the newest Liverpool Legends DVD about the development of Onondaga Lake Park.

### J. EXECUTIVE SESSION

Scavone requested an executive session for legal and personnel matters as they may relate to each other with action to follow. Spado made a motion and Spadafore seconded to enter an executive session for the purposes stated by Scavone. All were in favor. The Board entered the executive session at 7:35 p.m.

Spadafore made a motion and Dunstone seconded to leave the executive session at 8:20 pm. All were in favor.

Spado made a motion and Dunstone seconded to approve the following resolution:

The Liverpool Public Library Board of Trustees accepts the ServiceNow offer and authorizes the Board President or the Director to execute any and all documents necessary to effectuate the agreement on behalf of the Library.

On the motion: 7 ayes, 0 nays; motion carried

### K. ADJOURNMENT

Spado made a motion and Spadafore seconded to leave the public session and to adjourn. All were in favor.

Scavone adjourned the meeting at 8:21 p.m.

Respectfully submitted,



Dorothy Morgan  
Clerk to the Board of Trustees