

**MINUTES
REGULAR MEETING
LIVERPOOL PUBLIC LIBRARY
March 2, 2016**

Trustees present: Dodge, Spadafore, Dunstone, Alessio, Spado, and Bowers.

Excused: MacLaughlin

Staff: G. Wisniewski, Director; M. St.Leger, Clerk to the Board

Others: Siegel, Hewitt, Morgan

REGULAR MEETING

A. CALL TO ORDER

President Dodge called the regular meeting to order at 6:32 p.m.

B. SALUTE TO THE FLAG

C. CORRESPONDENCE: none

D. AGENDA CHANGES: none

E. CONSENT AGENDA

1. Approval of February 3, 2016 Regular Board Meeting Minutes

2. Approval of Monthly Bills for February.

Dunstone made a motion and Bowers seconded to approve the Consent Agenda. All were in favor

F. REPORTS TO THE BOARD

1. Staff Report: Liz Siegel

Siegel began in June 2015 as a Part-Time Librarian, and since mid- January is a Full-Time Librarian 1. Her responsibilities include the fiction collection, periodicals, databases and daytime book club. Siegel commented the library is very well organized and that it's a pleasure to be to be working at the library.

2. Treasurer's Report: Dunstone reported on the library's financial status. The Board received copies of the financial expenditures and revenue report through February.

3. President's Report

- Dodge and MacLaughlin attended one of the Strategic Planning Community Conversations at the library. Dodge reported the conversations were very positive, and looks forward to seeing how that information will feed into the final product.

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

- The Lobby Book sale brought in \$2438.95 in February, while the wishing well had \$20.37. The gift shop and donations provided an additional \$144.09.
- There was a \$500 donation made to the Liverpool Library Fund at the CNY Community Foundation in memory of Robert Palmer
- Wisniewski is working with JP Kennedy, the sculptor who created the Dinosaurs, to create a seating area that would compliment the dinosaurs. Donations in memory of Robert Palmer will be used to fund the project. The Palmer family is very pleased to be involved in the design and decision process.
- Regarding the monthly statistical report, the library is still making adjustments to have the information synchronize better with the annual report to the state. Discussion followed regarding specific lines of the monthly report.
- St.Leger is now a certified Passport Acceptance Agent.
- Two librarians, Jake Hare and Laurel Griffith, journeyed to Albany with the Central New York Library Resources Council for New York Library Association's Advocacy Day.
- The 1000 Books before Kindergarten program was featured prominently displayed on the front page of the Star-Review newspaper dated February 24, 2016. Children's Librarian Laurel Sharp also made an appearance on CNY Central with Laura Hand February 13th to promote the program. Onondaga County will be expanding their program with the Dolly Parton Imagination Library. Every child in Onondaga County will be eligible to have a free book mailed to their home each month until age 5. The library will promote both programs.
- Strategic Planning update:
 - Two community conversations were held outside the library.
 - Library staff have gone out in the neighborhood to talk to people and gather information.

- Wisniewski and Bendekovic attended the February Liverpool Chamber luncheon.
 - Smoke issue update.
 - The Village of Liverpool Code Enforcement Officer mentioned at a recent Village of Liverpool Meeting that he would be contacting the Department of Environmental Conservation (DEC) about the smoke issue affecting the library from the building next door. Photos and a video were provided to the DEC. Library staff will continue to work with the Village Code Enforcement Officer and the DEC going forward.
 - Three new window heating and air conditioning units will be installed in offices most affected by the smoke in hopes it will cut down on the amount of smoke entering the building.
 - Second Street entrance update:
 - A heated snow melt mat has been placed at the entrance. The mat will melt up to 2 inches of snow. Discussion followed regarding the existing Gutter Helmet and the electric coil in the gutter. As requested, the Board received copies of proposals for the installation of a heated graded sidewalk.
 - Wisniewski discussed a student library card initiative she would like to implement. The program would provide a library card to every student beginning with grades 9-12. Discussion followed regarding some restrictions and responsibilities for the student.
5. OCPL Report/Advisory Board: Dodge emailed the OCPL February Board Minutes. He reported on the renovation progress. Dodge will not be in attendance at the March OCPL meeting.

G. ITEMS FOR DISCUSSION AND ACTION

1. Inventory Policy: 1st Reading
Spado made a motion and Bowers seconded to approve the policy for first reading. All were in favor.
2. 2015 Annual State Report
Dunstone made a motion and Spadafore seconded to accept the report. All were in favor
3. Director's Budget Proposal:
The Board received copies of the third draft of the proposed 2016-17 budget which included a short narrative of the changes made from the receipt of the previous drafts including an appropriation from fund balance to offset expenditures. Discussion followed regarding the projected .012 tax impact increase from the current budget. The Board was in favor of reviewing a list of items and possible projects with cost impact that Wisniewski would like considered that could improve the building, such as first floor renovations and other items resulting from the strategic planning.
4. Board of Trustees Election, Open Seats
Trustee petitions will be available on March 22 and can be picked up from the district office. Morgan will find out how many signatures are needed this year. Larry Dunstone and George Alessio will not be running for re-election. Don MacLaughlin was not in attendance, and his seat will be opened as well.

H. OPEN FORUM: nothing to report

I. BOARD FORUM: nothing to report

J. EXECUTIVE SESSION: Dodge stated the need for an executive session for the purpose of a legal matter with possible action to follow. Motion was made by Spado and seconded by Dunstone to move into Executive Session at 7:35 pm for the purpose stated by Dodge. All in favor. Wisniewski and Morgan were asked to attend.

Spado made a motion and Bowers seconded to leave executive session at 8:08pm. All were in favor.

Spadafore made a motion and Spado seconded to authorize the library's Business Manager to transfer the necessary funds from the fund balance to the appropriate account line in order to satisfy the tax certiorari payment to LCSD. All in favor. Motion carried

K. ADJOURNMENT

Dunstone made a motion and Alessio seconded to adjourn. All were in favor
Dodge adjourned the meeting at 8:10 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board