

**MINUTES
REORGANIZATION/REGULAR MEETING
LIVERPOOL PUBLIC LIBRARY
JULY 2, 2014**

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

Excused: Spadafore

Staff: Morgan, Clerk to the Board

Others: Staff

REORGANIZATION MEETING

A. CALL TO ORDER

Vice-President Dodge called the meeting to order at 6:30 pm.

B. SALUTE TO THE FLAG

C. OATH OF OFFICE

Dodge administered the Oath of Office to newly elected trustee Molly English-Bowers. Bowers' term of office is from July 1, 2014 through June 30, 2019. The signed Oath of Office form was notarized by Alessio and will be mailed to the Onondaga County Clerk's office.

D. ELECTION OF OFFICERS

Spado, representing the nominating committee in Spadafore's absence, submitted the following names for the election of officers: Dodge as President; Spadafore, Vice-President; Spado, Secretary of the Board.

There being no objections, Ward made a motion and Alessio seconded to accept the slate of officers as submitted. All were in favor.

The officers-elect took their positions immediately. President Dodge continued the meeting.

E. APPOINTMENTS submitted by Spado were as follows:

- Financial Advisor: Larry Dunstone
- Clerk to the Board: Dorothy Morgan
- Treasurer: Carol-Anne Mathews
- Internal Auditor: Sherry Chaar
- Official Newspaper: The Post Standard
- Attorney: Michael Tremont of Costello, Cooney & Fearon, LLP for labor relations, employment matters, and legal counsel.
- Records Access Officer/FOIL Officer: Yvette Hewitt
- Records Retention Officer: Martha Hopper

Spado moved and Ward seconded to accept the appointments as stated. All were in favor.

F. ADOPT ANNUAL CALENDAR for 2015

Spado moved and Bowers seconded to adopt the 2015 Scheduled Closings calendar as submitted, with the amended change to include the unpaid Sunday closing before Memorial Day for 2015. All were in favor.

G. DESIGNATE BOARD MEETING DAYS

Ward moved and Dunstone seconded to keep the meetings set at 6:30 p.m. on the first Wednesday of every month. All were in favor.

H. SET PETTY CASH-ON-HAND AMOUNT

Dunstone moved and Bowers seconded to set the petty cash-on-hand amount at \$100.00. All were in favor.

I. SET MILEAGE REIMBURSEMENT RATE

Spado moved and Dunstone seconded to set the mileage reimbursement at 56 cents per mile for all miles of business use (business standard mileage rate established by the Internal Revenue Service). All were in favor. The new mileage rate will be effective 07/01/2014.

J. APPROVAL OF CHASE AND KEY BANK

Dunstone moved and Spado seconded to approve Chase Bank as a depository as well as Key Bank for library funds, and to appoint Carol-Anne Mathews, Treasurer of the Liverpool Central School District or Dorothy Morgan, Library Business Manager, as authorized signatures on the bank accounts at Chase and Key Bank. All were in favor.

K. APPROVAL OF SALARY SCHEDULE 2014-2015

Ward made a motion and Bowers seconded to approve the salary schedule range as submitted. The schedule is a Civil Service requirement. All were in favor.

L. TRUSTEE AND ADMINISTRATOR POLICY AFFIRMATION AND DISCLOSURE

STATEMENT: Annual Conflict of Interest Policy

The Trustee and Administrator Policy Affirmation and Disclosure Statements were signed by each of the Board Members. Morgan as an Administrator was included.

M. ADJOURNMENT

Dunstone moved and Spado seconded to close the Reorganization Meeting. All were in favor. Dodge closed the Reorganization Meeting at 6:40 p.m.

REGULAR MEETING

A. CALL TO ORDER

President Dodge called the regular meeting to order at 6:40 p.m.

B. CORRESPONDENCE: correspondence circulated amongst the Board

- Thank you note from Natalie Scavone
- Letter of notification from the Central New York Community Foundation that the Liverpool Public Library Fund has received an earned grant in the amount of \$136.53. The amount will remain in the Fund.
- Thank you letter from Ruth Ragonese, Executive Director from ICS (International Center of Syracuse) for the library's meeting with the recent international visitors. The library has participated in the past with the International Visitor Leader Program.
- Publication of the Central New York Community Foundation.

C. AGENDA CHANGES: no changes

D. CONSENT AGENDA

1. Approval of June 4, 2014 Regular Board Meeting Minutes
2. Approval of Monthly Bills for June.

Ward moved and Dunstone seconded to approve the Consent Agenda. All were in favor.

E. REPORTS TO THE BOARD

1. Treasurer's report:

The Board received copies of the June 30, 2014, Expenditure and Revenue Reports that showed expenses through June. Dunstone reported on the library's financial status.

2. President's report:

Dodge thanked the trustees for their confidence in his abilities as President of the Board and knows he will receive their continued support.

3. Morgan's report:

In addition to the written report:

- New July/August Program guide
- Follow-up on the NYSERDA report
- The Employee Handbook has been revised. It was first completed in 2009 and needed updates. There were also some federal mandates that needed to be included. It will be on the August Agenda to be accepted.
- Keith Gatling, Computer Services librarian, will begin to offer "Drop-In Tech Help for Patrons"

- Summer Reading kick-off registration started on June 26th and already showed 400 signed up.
- Mr. G (Keith Gatling) started his Robotics Program series on July 2, 2014. The Bobbi Varney Grant provided funding for the program.

4. OCPL/Advisory Board Meeting:

Dodge was not present at the June meeting, but did receive a report that was communicated to the Board. The OCPL Board of Trustees approved the appointment of Doreen Milcarek as Interim Executive Director from July 7 through August 15, 2014.

F. ITEMS FOR DISCUSSION AND ACTION

1. Policies for Second Reading:

- Internet Policy
- Staff Development & Conference Attendance Policy
- Use of Library Vehicles Policy

Ward made a motion and Spado seconded to approve the policies for second reading and final approval. All were in favor.

G. OPEN FORUM: No report

H. BOARD FORUM

Dunstone acknowledged Dodge's recent distinguished service award for outstanding contributions to the association and its members. He was recognized at the annual leadership dinner on May 15. Dodge is the assistant vice-president of research for the Independent Insurance Agents & Brokers of New York, in Dewitt. Dunstone pointed out that his grandchildren visiting from Baltimore came to the library on Monday, June 30 and totally enjoyed themselves.

I. EXECUTIVE SESSION

Dodge stated the need to enter into an Executive Session for contractual matters and the Director's search with no action to follow. Ward moved and Dunstone seconded to enter into an Executive Session for the purpose stated by Dodge. All were in favor.

Dodge called an Executive Session at 6:55 p.m. All were in favor. Morgan was asked to attend.

Ward made a motion and Dunstone seconded to leave Executive Session at 8:16 p.m. All were in favor.

J. ADJOURNMENT

Dunstone made a motion and Ward seconded to adjourn the meeting. All were in favor. Dodge adjourned the meeting at 8:16 p.m.

Respectfully submitted,



Dorothy Morgan
Clerk to the Board of Trustees