

**MINUTES
REGULAR MEETING
LIVERPOOL PUBLIC LIBRARY
DECEMBER 3, 2014**

**Trustees present: Dodge, Dunstone, Alessio, Ward, and Bowers. Spado arrived at 6:37 p.m.
Spadafore arrived at 7:10 p.m.**

Staff: Golden, Director; Morgan, Clerk to the Board

Staff member: Hewitt

Other: Tim Manning, Assistant Superintendant for Human Resources

REGULAR MEETING

A. CALL TO ORDER

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

B. SALUTATION TO THE FLAG.

C. CORRESPONDENCE: no correspondence

D. AGENDA CHANGE: President Dodge requested an agenda change to move Item J. Executive Session on the Agenda to precede Item E. Consent Agenda. Dunstone moved and Ward seconded to approve the agenda change as requested. All were in favor.

EXECUTIVE SESSION: President Dodge stated the need for an executive session for discussion of health insurance, which is a contractual matter, and a personnel matter with no anticipation of action to follow. Alessio made a motion and Ward seconded to enter into an executive session for the purposes stated by Dodge. All were in favor.

President Dodge called an Executive Session at 6:33 pm. Golden and Morgan were asked to attend. Tim Manning was present during the session.

Dunstone moved and Spadafore seconded to leave the executive session at 7:43 p.m. All were in favor.

E. CONSENT AGENDA

1. Approval of November 5, 2014 Regular Board Meeting Minutes

2. Approval of Monthly Bills for November

Spadafore moved and Bowers seconded to approve the Consent Agenda. All were in favor.

F. REPORTS TO THE BOARD

1. Treasurer's report: Dunstone reported on the library's financial status based on November 28 Expenditure and Revenue Reports.

2. President's report: Dodge complimented the staff members involved in setting up the welcoming reception for Golden. A representative from Senator John DeFrancisco's office, and Assemblyman Sam Roberts were in attendance at the reception.

3. Director's report:

- Golden is bringing the Liverpool Elementary partnership to an end as he explores other fund raising ideas involving the establishment of a new Friends group. A meeting will take place on January 20, 2015, inviting anyone interested in being part of the library's Friends group.

- Scott LaClair from Northside Baptist Church will be meeting with Golden on December 8 to discuss volunteers from the church willing to work on any special projects the library may be considering.

- Golden reported that Senator John DeFrancisco expressed an interest in any plans the library may have for an expansion.

4. OCPL/Advisory Board: The Board received copies of the Minutes from the October OCPL Board Meeting. Dodge reminded the trustees of the upcoming CLRC Annual Legislative Breakfast on December 12 at the CNY Philanthropy Center in Syracuse.

G. ITEMS FOR DISCUSSION AND ACTION

1. Policies for Second Reading:

Code of Ethics/Conflict of Interest

Spado made a motion and Dunstone seconded to approve the Code of Ethics/Conflict of Interest policy for Second Reading. No discussion. All were in favor. The policy was approved for second reading and final adoption

Whistleblower Policy

Ward made a motion and Spado seconded to approve the Whistleblower policy for Second Reading. No discussion. All were in favor. The Whistleblower Policy was approved for second reading and final adoption.

2. Policies for First Reading: all current policies have a review date of 2014

Policy on Volunteers

Ward made a motion and Dunstone seconded to approve the Policy on Volunteers for First Reading. No discussion. All were in favor. The policy will be reviewed for second reading and final adoption at the January Board Meeting.

Request for Reconsideration

Ward made a motion and Bowers seconded to approve the Request for Reconsideration policy for First Reading. All were in favor. Discussion followed regarding the number of requests the library receives, which is very rarely. The policy will be reviewed for second reading and final adoption at the January Board Meeting.

Surplus Furniture and Equipment

Dunstone made a motion and Bowers seconded to approve the Surplus Furniture and Equipment policy for First Reading. No discussion. All were in favor. The policy will be reviewed for second reading and final adoption at the January Board Meeting.

3. Use of Reserve Fund

The Board received copies of two items for approval with a request to use fund balance for costs relating to new computer furniture and a DVD/CD Inspection Machine.

Ward made a motion and Alessio seconded to approve the use of fund balance for the items requested. All were in favor. Discussion followed. The Board received quotes for new computer furniture from Library Interiors and Brodart, warranty and specification information from Library Interiors were included.

Pictures of the existing furniture of 14 years showing extensive deterioration were presented along with pictures of the proposed new furniture from Library Interiors.

Spadafore made a motion and Ward seconded to approve the purchase of new computer furniture not to exceed \$25,000. All were in favor. Motion carried.

The Board received copies of a new DVD/CD Compact Inspection Machine that can inspect up to 100 discs at a time. Sole Source information from RTI (Research Technology International) was presented along with a quote including a trade-in allowance, and other library discounts.

Spadafore made a motion and Bowers seconded to approve the purchase of the new Disk Inspection Machine not to exceed \$7000. All were in favor. Motion carried.

H. OPEN FORUM: Tracy Gray, patron and mother of Brandon Makherjee addressed the Board with concerns regarding use of computers in the children's room. The Director and Board listened to the family's concerns and responded accordingly. They presented this response:

The rules of use for the Parental PC in the children's room will change so that a parent/caregiver can use the computer with their children if the child is over the age of 12 and cannot use other computers in the

children's room. The parent/ caregiver needs to be present to monitor the behavior of the child/ special needs patron. The Parental PC in the Children's Room can be used by *either* the parent / caregiver or their child (or the caregiver's client/charge). Gray was very pleased with the decision.

I. BOARD FORUM: No report

J. ADJOURNMENT

Spadafore made a motion and Bowers seconded to adjourn the meeting. All were in favor.

Dodge adjourned the meeting at 8:25p.m.

Respectfully submitted,

Dorothy Morgan

Dorothy Morgan
Clerk to the Board of Trustees