



MINUTES
BOARD OF TRUSTEES MEETING
November 10, 2021
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, M. Bialczak, Pub Info Specialist

REGULAR MEETING

A. CALL TO ORDER

President Budmen called the meeting to order at 6:26 p.m.

B. SALUTE TO THE FLAG

C. ACCEPT OCTOBER MEETING MINUTES

D. CORRESPONDENCE: Note from a recently retired employee and Assemblyperson Pamela Hunter's Newsletter

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Audit Report – Duane Shoen, Insero & Co.

- Mr. Shoen reviewed the results of the financial audit with the board for the fiscal year of July 1, 2020 – June 30, 2022, and
- Shoen recommended the board adopt an investment policy, which is a requirement of NYS General Municipal law.
- There are no material instances of noncompliance and no material internal control weaknesses at the financial statement level. Accounting practices are consistent with government auditing standards, and there were no difficulties or areas of concern.
- The board had a good discussion with Mr. Shoen and all their questions were answered.

2. Financial Report

- The Board received the Budget Status Reports through October. These reports were previously distributed electronically.
- Bank Statements through August 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 October 14, 2021, through November 10, 2021.

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

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

Final Resolution: Motion Carried

3. President's Report:

- Budmen provided an update on the 'Pool Pass project. There have been a few technical hurdles with OCPL and Onondaga County, but we remain optimistic and keep adjusting the timeline.
- The Trustees will donate to IseeUblankets.org in memory of Brian MacLaughlin.
- Library staff have a training day on November 17th and the board discussed providing some morning snacks for the day.

Baker made a motion to purchase refreshments for Staff Development Day on November 17, 2021. Refreshments will be purchased from the Trustee fund and are to exceed \$150.

Schapley seconded the motion.

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

Final Resolution: Motion Carried

4. Director's Report

- Wisniewski updated the board on the plans for staff development day, Wednesday, November 17th.
- LCSD has consented to repair the Tulip Street steps, which have been cordoned off for nearly a year. A contractor has been chosen and is waiting on delivery of stone for the project.
- The recent book sale was a success, and another small book sale in the CCR is planned for late January 2022. We still have a large inventory of books in storage and must remain closed to donations at this time.
- Wisniewski and Reckhow will begin to meet with key staff to refresh the strategic plan
- Wisniewski and Gouger attended the recent NYLA Conference and discussed the keynote speaker event. Robert Kolker, author, *Hidden Valley Road: Inside the Mind of an American Family*.
- There was a discussion regarding our museum passes, in particular Seward House. Seward House has presented many programs over the years to our patrons and provided an in-kind pass.
- Wisniewski answered a question about Grants. We hear of many through CLRC and then review criteria to see if they are a fit for LPL. If so, then we pursue the grant.
- The Haunted Garage program was very well received by the community and will likely become an annual program. Community groups were very happy to participate. Budmen stated the library staff went above and beyond with the event.

5. OCPL Report: none

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

TERMINATION

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Hyde, Jeremy	Guard (PT)	10/13/2021

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Kushner, Ronald	Librarian I (PTAN)	\$21.98 p/h	11/1/2021
Hayes, John	Guard (PT)	\$14.75 p/h	10/18/2021

Motion by Baker to accept the Personnel List as presented second by McLaughlin.

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

Final Resolution: Motion Carried

2. Surplus List

Inventory ID	Date Acquired	Item Description	Reason for Surplus
23396	12/17/2012	Computer, AWE Early Literacy Station	Old, no longer used
23195	9/30/2005	Disc Chek DC 24-21 with 9" monitor	Old, no longer used

Motion to accept the surplus list by Baker second by Gouger.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Final Resolution: Motion Carried

3. Corporate Sponsorships Policy for Second Reading and Final Approval
Baker made a motion and Gouger seconded to approve the policy for second reading and final approval.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Final Resolution: Motion Carried
4. Mission and Vision Statements for Second Reading and Final Approval
Baker made a motion and Gouger seconded to approve the statements for second reading and final approval. Discussion followed.
Aye: none
Nay: Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Abstain: Baker
Final Resolution: Motion Failed
5. Social Media Policy for Second Reading and Final Approval
Hluchyj made a motion and Schapley seconded to approve the policy for second reading and final approval.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Final Resolution: Motion Carried
6. Circulation Policy for Second Reading and Final Approval
Baker made a motion and Gouger seconded to approve the policy for second reading and final approval.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Final Resolution: Motion Carried

H. OPEN FORUM: Bialczak thanked the board for the refreshments on Staff Development Day.

I. BOARD FORUM: Budmen led a discussion regarding the recommendation from the auditor to set an Investment Policy.

J. EXECUTIVE SESSION

Baker made a motion to move into executive session to discuss a legal matter with no action to follow.
Gouger seconded the motion.

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

Final Resolution: Motion Carried

Wisniewski, Reckhow and Smith were asked to attend.

The board moved into executive session at 7:46 p.m. with no action to follow.


Gouger made a motion to return from executive session at 8:23 p.m, seconded by Baker.

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

Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 8:23 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board