



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**December 13, 2023**  
**Carman Community Room**

**Trustees present: Budmen, Hewitt, Hluchyj, Mainville, McLaughlin, Wood**  
**absent: Gouger**

**Staff: S. Reckhow, Director; A. Borelli, Assistant Director; S. Smith, Business Manager; M. St.Leger, Clerk to the Board; D. McGregor, Librarian II,**

**REGULAR MEETING**

**A. CALL TO ORDER**

Vice-President Hluchyj called the regular meeting to order at 6:30 p.m.

**B. SALUTE TO THE FLAG**

**C. ACCEPT NOVEMBER MEETING MINUTES**

**D. CORRESPONDENCE:** Thank you letter from LCSD ENL sent to D. McGregor, Outreach Coordinator, for her participation in their recent Graduation and Family Engagement night.

**E. AGENDA CHANGES:** none

**F. REPORTS TO THE BOARD**

**1. Community Report – Damian Ulatowski, Supervisor, Town of Clay**

- Town Supervisor Ulatowski, gave a brief history of the Town of Clay, and shared his vision for the Town moving forward which includes the goal of a Community Center in the Great Northern development.

**2. Financial Report**

- The Board received the LCSD Treasurer’s Report and Budget Status Reports through November 2023 electronically prior to the meeting.
- The Independent Claims Auditor reviewed each invoice for the period of October 12, 2023, through November 8, 2023.

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

Aye: Budmen, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

**3. Vice-President’s Report: no report**

**4. Director’s Report**

- The Community Engagement Department, particularly McGregor and McCurdy, put together a moving program to honor Veterans. Town of Salina Supervisor Paro, Assemblyperson Hunter, and Senator Mannion attended and spoke at the event.
- The Central New York Library Resource Council (CLRC) presented their annual Legislative Breakfast Friday, December 8<sup>th</sup> at Westhill High School. Budmen and Reckhow attended.
- LPL is adding two new staff positions, one is a Literacy Specialist, and the second is Program Coordinator (STEM Educator). Appointments will be provisional until a civil service test is given.

**5. OCPL Report: no report**

**6. Trustee Advisory Council: no report**

7. Strategic Planning:

- Public survey launched a few weeks ago and will close on 12/22. The responses so far have exceeded expectations.
- A Staff and board survey has also been launched and will close on 12/22.
- The consultants are scheduling focus groups sessions to be held both in the community and in the library.
- A Board retreat is scheduled for Saturday, March 2, 2024.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

	Name	Position	Salary	Effective Date
Promotion	Borelli, Alissa	Asst Library Director III	\$78,000	11/26/2023

Motion by Wood to accept the Personnel Changes as presented second by Budmen.

Aye: Budmen, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

2. Library Director Evaluation Policy for first reading

Motion to approve the policy for first reading by Mainville second by Hewitt.

Aye: Budmen, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

3. Preliminary Board Discussion

The Trustees discussed their goals for the 2024-2025 budget with the Director.

H. OPEN FORUM: no comments

I. BOARD FORUM: Trustee Wood remarked he has been spending a great deal of time in the library studying and is pleased with what he sees.

J. EXECUTIVE SESSION – Executive Session

Hluchyj stated the need for an executive session to discuss a legal matter with action to follow. Budmen made a motion and McLaughlin seconded to move into executive session for the previously stated matter. Reckhow was asked to attend.

Aye: Budmen, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

The board moved into executive session at 7:27 p.m. with action to follow.

Budmen made a motion and Wood seconded to return from executive session at 7:40pm

Aye: Budmen, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

Budmen made a motion to make a one-time, 8% increase, to the hourly rate for the following full and part time titles: Custodial Worker, Guard, Literacy Aide, Library Clerk I, Library Clerk II, Library Clerk III, Librarian Assistant. The increase will go into effect 01/01/2024 and will not impact the regular yearly increase of 3% stipulated in the contract. The motion was seconded Wood.

Aye: Budmen, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

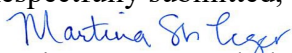
Hewitt made a motion to offer a voluntary retirement incentive of health benefits to eligible employees effective 12/15/2023 which was second by Budmen.

Aye: Budmen, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 7:42 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board