



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
March 8, 2017  
Sargent Meeting Room

**Trustees present: Dodge, Spadafore, Hluchyj, Budmen, and Gutierrez.**  
**Excused: MacLaughlin and Schapley**  
**Staff: G. Wisniewski, Director; M. St. Leger, Clerk to the Board**  
**Others: Staff and community members**

**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:**

- Donation in memory of Agnes Benfey.

**D. AGENDA CHANGES: NONE**

**E. CONSENT AGENDA**

1. Approval of February 1, 2017 Regular Meeting Minutes
2. Approval of Monthly Bills for February
3. Transfers

Hluchyj made a motion and Budmen seconded to approve the Consent Agenda. All were in favor.

**F. REPORTS TO THE BOARD**

**1. Treasurer's Report**

- The board received copies of the expenses and revenues through the end of February. Hluchyj reported on the library's finances as reflected in the reports.

**2. President's Report**

- Nothing to report.

**3. Director's Report**

- The Lobby Book sale brought in \$2,022.00 in February, while the wishing well had \$33.68. The gift shop total was \$72.50 and the donations were \$85.19 of which 9.05 was from movie attendees.
- The new Outreach van has arrived. The van is plain white, and the Communications Department is working on a design for a vehicle wrap. The timeline for the vehicle wrap has not been determined. We will order personalized plates for the van: LPL2GO. The other LPL van has the plate: LPLReads. The outreach Department has been using the van for book deliveries.
- We anticipate the cart for the Book Bike will be delivered by the end of March A meeting is scheduled with the Outreach team next week to plan use of the van and the bike.
- Building committee members from LCSD toured the Library on March 1<sup>st</sup>. The list of items on the list are consistent with previous years. We emphasized the need to bring the restrooms into ADA Compliance.
- The new owner of 304 Tulip St. has used the wood stove a few times in the past month sending smoke into the library. A letter was sent the first time there was a smoke issue. A follow up email was sent when smoke entered the building a few weeks later.
- Wisniewski attended the open house for the proposed Liverpool School of Film at the former Zogg building on March 7, 2017.
- Staff development day will be held on Tuesday, April 11. Elizabeth Fern, On Cue With You, will be our guest speaker. Topics will include Project Management, Enhancing Time Management, Communication and Comraderies, and Building Positive Working Relationships.

#### 4. OCPL Report:

- Dodge emailed the board a written summary from the last OCPL Board meeting.
- The quarterly Member Director meeting was held at LPL, March 7<sup>th</sup>. There are three new library card designs, and 1,000 Books Before Kindergarten will be a county wide program. LPL was the only library in Upstate NY to have the program. Children's Librarian Laurel Sharp started the program last year, and it has been well received.

#### G. ITEMS FOR ACTION AND DISCUSSION

1. ALA Code of Ethics Policy for Second Reading and Final Approval  
Spadafore made a motion and Hluchyj seconded to approve the policy for first reading. All were in favor. Motion carries.
2. ALA Bill of Rights Policy for Second Reading and Final Approval  
Budmen made a motion and Gutierrez seconded to approve the policy for first reading. All were in favor. Motion carries.
3. ALA Freedom to Read Policy for Second Reading and Final Approval  
Hluchyj made a motion and Budmen seconded to approve the policy for first reading. All were in favor. Motion carries.
4. ALA Freedom to View Policy for Second Reading and Final Approval  
Gutierrez made a motion and Budmen seconded to approve the policy for first reading. All were in favor. Motion carries.
5. 2016 Annual Report for Public and Association Libraries  
Gutierrez made a motion and Budmen seconded to accept the report as submitted. There was a brief discussion on ESL and ENL programs. All were in favor. Motion carries.
6. Director's Budget Proposal  
The board was presented with the third draft of the 2017-18 budget. There was discussion regarding some of the anticipated expenses, and how to best support the goals of the strategic plan while remaining fiscally responsible. The budget will be voted on by the board at the April meeting.
7. Board of Trustees Election, Open Seats  
Dodge will not be running for another term on the LPL Board. Gutierrez has indicated she will run for a 5-year term. Petitions will be available at the LCSD District office beginning Monday, March 20. The required number of signatures for the petition is 31, and must be returned to the district office by April 17, 2017.

#### H. OPEN FORUM: Nothing to report.

- I. BOARD FORUM: The board discussed the monthly statistical reports for January and February. The report was reorganized to accurately gather information needed for the Annual Report for Public and Association Libraries. The State report calls for 1 on 1 programs to be counted in a different category.

#### J. ADJOURNMENT

Spadore made a motion and Hluchyj seconded to adjourn. Dodge adjourned the meeting at 7:14 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board