



MINUTES
BOARD OF TRUSTEES MEETING
March 11, 2020
Carman Community Room

Trustees present: Baker, Budmen, Gouger, Hewitt, Hluchyj,

Trustees absent: MacLaughlin, Schapley

Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; S. Smith, Admin. Asst.;

M. St. Leger, Clerk to the Board

Others: Staff and Community Members

REGULAR MEETING

A. CALL TO ORDER

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

B. SALUTE TO THE FLAG

C. ACCEPT FEBRUARY MEETING MINUTES

D. CORRESPONDENCE: none

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Staff Report – Library Clerk I, Angela Roberts introduced herself to the board and gave a brief description of her job duties. A local Liverpool resident for the past 13 years, Angie told the board she brought her daughter to the library when she was little for story time with Miss Laurel, and now her teenage daughter attends the teen program led by Librarian Laurel Griffith. Roberts loves being part of the library staff and sees the importance of the library's role in the community.
2. Financial Report
 - The Board received the Budget Status Report through February. These reports were previously distributed electronically.
 - Bank Statements through January 2020 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.
 - Gouger reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated February 12, 2020 through March 11, 2020.
Budmen seconded the motion.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried
3. President's Report: Baker reminded everyone to wash their hands and keep hands away from their face. If you are ill, better to stay home rather than push through and spread germs to others.

4. Director's Report

- February Cash Revenues: Lobby Book Sale = \$663.55 Gift shop total = \$79.60
 Passport photos = \$60 Fines: \$641.18 Donations = \$14.50
 Movie Attendance = \$13.23 Wishing well = \$16.33
- Preparations are underway regarding the Covid 19 virus. We reviewed and updated our continuity plan and addressed various scenarios. We have increased cleanings. There are plenty of gloves and Clorox wipes available and hand sanitizer dispensers are located throughout the library.
- Former trustee Larry Dunstone passed away.
- LPL will host a LCSD 2020 information presentation on Wednesday, April 29 at 6pm.

5. OCPL Report: no report.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

RESIGNATION

Name	Position	Effective Date
Oberst, Elizabeth	Page (PT)	2/17/2020

APPOINTMENTS

Name	Position	Salary	Start Date
Faegan-Allocco, Caey	Librarian I (PT)	\$21.98 p/h	2/18/2020
Cancro, Maria	Librarian I (PTAN)	\$21.98 p/h	2/19/2020
Sullivan, Jennifer	Librarian I (PTAN)	\$21.98 p/h	2/19/2020
Horbock, Kristin	Library Clerk I (PT)	\$11.80 p/h	2/21/2020
Lajoie, Pricilla	Library Clerk I (PTAN)	\$11.80 p/h	2/24/2020
Perry-Gary, Shontavia	Library Clerk I (PT)	\$11.80 p/h	2/26/2020
Adydan, Susan	Library Clerk I (PTAN)	\$11.80 p/h	3/17/2020

Motion to accept the personnel changes as presented by Budmen, second by Hluchyj.

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

Final Resolution: Motion Carried

2. Circulation Policy for First Reading.

Motion to accept the policy for First Reading by Hluchyj, second by Gouger.

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

Final Resolution: Motion Failed

3. Emergencies in the Library Policy for First Reading.

Motion to accept the policy for First Reading by Hewitt, second by Budmen.

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

Final Resolution: Motion Carried

4. Open Forum Policy for First Reading

Motion to accept the policy for First Reading by Budmen, second by Hewitt.

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

Final Resolution: Motion Carried

5. Director's 2020-2021 Budget – Third Draft

The Trustees discussed the third draft and provided recommendations for the 2020-2021 budget.

H. OPEN FORUM: none

I. BOARD FORUM: Kay Budmen wanted to thank librarians Foster and Murry for attending the LCSD Superintendent's conference day. They presented information to staff and even signed a few up with library cards.

J. EXECUTIVE SESSION –

Baker stated the need for an executive session to discuss a Legal Matter with no action to follow.

Gouger made a motion and Budmen seconded to move into executive session at 7:02 p.m. with no action to follow for the previously stated matter.

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

Final Resolution: Motion Carried

Wisniewski, Reckhow were asked to attend.

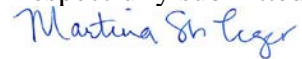
Gouger made a motion to return from executive session at 7:15 p.m., seconded by Budmen.

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

Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 7:16 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board