

**MINUTES  
REGULAR MEETING  
LIVERPOOL PUBLIC LIBRARY  
MARCH 4, 2015**

**Trustees present: Dodge, Spado, Alessio, and Bowers. Dunstone arrived at 6:40.**

**Excused: Spadafore and Ward**

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

**Staff member: M. Hopper**

**REGULAR MEETING**

**A. CALL TO ORDER**

President Dodge called the regular meeting to order at 6:37p.m.

**B. SALUTATION TO THE FLAG**

**C. CORRESPONDENCE:** correspondence circulated amongst the Board

- Letter from the NYS Dormitory Authority regarding the CCAP reimbursement of \$18,396.50 mailed on March 2, 2015 with receipt of check on March 4, 2015.

- CNY Community Foundation Statement of Activity showing the current quarterly earnings of \$2,876.09.

- Certificate of Appreciation for the library from the Region Director in grateful recognition of outstanding support to Detachment NY 1-9, Region 1 of the Selective Service System for the use of the facility to conduct Local Board Continuation Training.

- Email from the Onondaga County District Attorney's Advisory Council in appreciation to Yvette Hewitt and other staff involved in hosting the Educational Panel on January 6, 2015.

**D. AGENDA CHANGE:** No changes

**E. CONSENT AGENDA**

1. Approval of February 4, 2015 Regular Board Meeting Minutes

2. Approval of Monthly Bills for February

Spado 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 expenditure and revenue reports through February.

2. President's report: thanked Golden and Morgan for the continued communication and consultations with him regarding the frozen roof drains, and unscheduled closings due to winter weather conditions.

3. Director's report: thanked the following library staff members:

- Morgan for coordinating the work involved with the ice dams on the roof of the Second Street entrance, frozen roof drains in the garage, and the smoke issue in the library. The school district was communicated with on all issues, various plumbing companies were called relating to the frozen roof drains, work was scheduled with Country Gentlemen Plumbing Company (three times), CKS Carpeting was called for a proposal to replace damaged carpeting on the first floor due to the frozen drains backing up, Utica National Insurance was notified for the claim placed, Bill Asmus, Village Maintenance Supervisor was notified.
- The custodial staff directly involved in dealing with all the above mentioned issues.
- M. Hopper for the work involved in completing the State Annual Report.

In addition to the written report:

- A ceremony is being planned to acknowledge the efforts of Assemblyman Roberts in obtaining the \$50,000 grant for the new carpeting in the CCR, the renovated kitchen, and the new LED track lighting in the CCR and lobby.
- The Board was in agreement that the monthly statistical report could be submitted to the Board by the Friday after the Board Meetings should the Board Meeting fall on the first of the month. If

the Board Meetings fall after the first of the month the report should be available by the Wednesday Board Meeting.

- A second draft of the Long Range Plans will be presented to the Board at the April Meeting. The Coordinators will meet to discuss the plan in March.
- Volunteers interested in forming a Friends group will meet again on March 18 at 3:00 p.m. at the library.

4. OCPL/Advisory Board: Dodge reported on the February OCPL Board Meeting.

#### G. ITEMS FOR DISCUSSION AND ACTION

##### 1. Policies for First Reading:

###### Mission Statement (no changes requested)

Spado made a motion and Bowers seconded to approve the Mission Statement for first reading. No discussion. All were in favor. The policy will be presented for second reading at the April Meeting.

###### Vision Statement (no changes requested)

Dunstone made a motion and Spado seconded to approve the Vision Statement for first reading. No discussion. All were in favor. The policy will be presented for second reading at the April Meeting.

##### 2. Annual Report for Public and Association Libraries – 2014

The Board received copies of the State Annual Report for 2014. Dunstone made a motion and Alessio seconded to accept the report as submitted. All were in favor.

##### 3. Director's Budget Proposal 2015-2016 second draft for review

The following was presented to the Board for review and discussion:

- A second narrative describing how the proposed 2015-2016 fiscal year budget will be used in relation to the library's long range and strategic plans
- Revised second draft budget with changes noted
- A projected year-end 2014-2015 budget
- Fund Balance analysis

The second draft budget shows a tax cap levy lower than the 1.56% New York State Tax Cap.

The Board requested weekly updates from the director in bullet format rather than a monthly report. They would like to see highlights of the events or issues rather than narratives.

Smoke issue was discussed.

H. OPEN FORUM: Morgan extended appreciation to the Board members for more than 22 years of service working with them as Clerk to the Board. Her service often included her responsibilities as Business Manager and Personnel Administrator. Morgan recognized the trustees' insight, expertise and commitment to the library and acknowledged how much she has learned from them over the years. She will remain as Clerk to the Board until a replacement is trained.

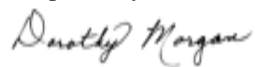
I. BOARD FORUM: No report

#### J. ADJOURNMENT

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

Dodge adjourned the meeting at 7:48 p.m.

Respectfully submitted,



Dorothy Morgan  
Clerk to the Board of Trustees