



MINUTES
BOARD OF TRUSTEES MEETING
October 14, 2020
Liverpool Public Library and via Zoom, YouTube

Trustees present: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, and (via zoom) Schapley
Absent: Baker
Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; S. Smith, Admin. Asst.;
M. St. Leger, Clerk to the Board

REGULAR MEETING

A. CALL TO ORDER

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

B. SALUTE TO THE FLAG

C. ACCEPT SEPTEMBER MEETING MINUTES.

D. CORRESPONDENCE: none

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget and Revenue Status Report through September. These reports were previously distributed electronically.
- Bank Statements through August 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 September 10, 2020 through October 14, 2020.

Hluchyj seconded the motion.

Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley.

Final Resolution: Motion Carried

2. President's Report:

- ilovelibraries.org Nominations for this year's I Love My Librarian Award are due November 9, 2020. The information will be shared on social media. Everyone is encouraged to nominate a librarian.
- Brief discussion regarding the status of Overdrive for students.
- Budmen received an email from Inero regarding the annual Audit and questioned the validity since there was incorrect information. Smith apologized for the misinformation and explained what occurred. Inero will report the results of the 2019-2020 fiscal year at the next board meeting.
- Budmen and Schapley will write letters to the retirees on behalf of the board and thanking them for their contributions to LPL during their years of service.

3. Director's Report

- Collection diversity update: Several staff are participating in a multi-session online workshops through Library Journal.
 - Equity in Action: Fostering an Antiracist Library Culture. Two staff are attending and will report on the sessions in their monthly reports.
 - Equity in Action: Building Diverse Collections begins next week, and four staff will attend. The workshop will conclude in early November.
 - Wisniewski is attending Beyond Diversity 101: Micro-inequities, Implicit Bias, and Moving Toward Equity offered by the Rochester Regional Library Council
- The Library received a Program of Merit Award from the CNY Recreation and Parks Society in recognition of the Explore Outdoors Pass Program.
- Shirley C. Bastedo died October 17, 2016 and remembered LPL in her will. In total the library received a disbursement of \$51,477.20. We are very grateful for the gift she left to the library.
- We will have an assessment of our ventilation system by a retired Senior Technical Fellow and Engineering Leader with over 40 years of experience in this area. We want to be confident we are doing everything possible to keep staff and patrons safe during this ongoing pandemic.
- Options for a Dedication plaque were shared with the board to commemorate the recent renovations.

4. OCPL Report: They are down to 49 employees for Central and the Branches. They are making plans to open the branches. Central will remain closed to the public until March but will continue to feed materials to the branches to fulfill requests.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

PROMOTION

Name	Position	Salary	Effective Date
Schilling, Laura	Library Clerk III, Coordinator	\$20.50 p/h	10/19/2020

RESIGNATION

Name	Position	Effective Date
Faegan-Allocco, Carey	Librarian I (PT)	10/6/2020

RETIREMENT

Name	Position	Effective Date
Ford, Jr., Chester	Custodial Worker I	10/16/2020
Perilli, Nancy	Page	10/16/2020
Post, Alison	Library Clerk III, Coordinator	10/16/2020
Sanchez, Margaret	Library Clerk III, Coordinator	10/16/2020
Shott, Cathy	Account Clerk II	10/16/2020

Motion to accept the Personnel Changes as presented by Hewitt, second by Gouger.

Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley.

Final Resolution: Motion Carried

2. Collection Policy for Second Reading and Final Approval

Motion to accept the policy for second reading and final approval by Schapley, second by Hewitt.

Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley.

Final Resolution: Motion Carried

3. Credit Card Policy for first Reading

Motion to accept the policy for first reading by MacLaughlin, second by Gouger.

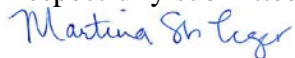
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley.

Final Resolution: Motion Carried

4. Staff Development & Conference Attendance Policy for first Reading.
Motion to accept the policy for first reading by MacLaughlin, second by Hluchyj.
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley.
Final Resolution: Motion Carried
 5. Use of Library Vehicles Policy for first Reading.
Motion to accept the policy for first reading by Hewitt, second by Gouger.
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley.
Final Resolution: Motion Carried
 6. Board Budget Schedule
Motion to approve the Board Budget Schedule for the 2021-2022 fiscal year by Gouger, second by Hewitt. Discussion followed.
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley.
Final Resolution: Motion Carried
 7. Surplus List
Motion to accept the surplus list as presented by Hewitt, second by MacLaughlin
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley.
Final Resolution: Motion Carried
 8. Tuesday, November 3, 2020
Motion to approve closing the library all day, Tuesday, November 3, 2020 for Election Day.
Staff will report as usual. Grab n Go appointments will be available.
Motion by Hluchyj, second by Gouger.
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley.
Final Resolution: Motion Carried
 9. Salary Schedule
The board discussed a salary steps model for compensation of employees and has requested the matter be explored more in depth by HR personnel.
- H. OPEN FORUM: no comments
- I. BOARD FORUM: MacLaughlin thanked Smith for the financial information regarding fund balance provided following the last board meeting.
- J. EXECUTIVE SESSION –
Budmen stated the need for an executive session to discuss a Legal Matter with no action to follow. MacLaughlin made a motion and Gouger seconded to move into executive session at 7:25 p.m. with no action to follow for the previously stated matter.
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley.
Final Resolution: Motion Carried
Wisniewski, Reckhow, and Smith were asked to attend.

Budmen made a motion to return from executive session at 7:46 p.m., seconded by Gouger.
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, Schapley
Final Resolution: Motion Carried
- K. ADJOURNMENT: The meeting was adjourned at 7:47 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board