



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
October 13, 2021  
Carman Community Room

**Trustees present: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin,**  
**absent: Schapley**  
**Staff: G. Wisniewski, Director; S. Reckhow, Asst Director; S. Smith, Business Manager;**  
**M. St.Leger, Clerk to the Board**

**REGULAR MEETING**

**A. CALL TO ORDER**

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

**B. SALUTE TO THE FLAG**

**C. ACCEPT SEPTEMBER MEETING MINUTES**

**D. CORRESPONDENCE:** Note from the East Area YMCA noting their appreciation for assistance from Librarians Foster and Murry.

**E. AGENDA CHANGES:** none

**F. EXECUTIVE SESSION**

Budmen made a motion to move into executive session to discuss the employment history of a particular person with possible action to follow. Gouger seconded the motion.

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

Final Resolution: Motion Carried

Smith and Carter were asked to attend.

The board moved into executive session at 6:33 p.m. with possible action to follow.

Baker made a motion to return from executive session at 6:52 p.m, seconded by Hewitt.

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

Final Resolution: Motion Carried

**G. REPORTS TO THE BOARD**

1. Staff Report –Clint Casler is currently a full-time custodial worker at LPL but has had a few roles during his 24 years working at the library. Casler worked part-time as both a custodial worker and security guard for many years and told the board he has stayed, through 5 different Library Directors, because of the great atmosphere.

2. Financial Report

- The Board received the Budget Status Report through September. These reports were previously distributed electronically.

- Bank Statements through August 2021 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.
- The Independent Claims Auditor reviewed each invoice for the period of September 9, 2021, through October 13, 2021.

Gouger made a motion to authorize payment of the audited invoices. McLaughlin seconded the motion.

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

Final Resolution: Motion Carried

Budmen made a motion to appoint Mark Carter as the Claims Auditor for the LPL Board of Trustees from November 2021 – June 2022. The annual stipend for the position is \$3,900.

Hluchyj seconded the motion.

Aye: Baker, Budmen, Gouger, Hluchyj, Shapley

Final Resolution: Motion Carried

3. President's Report: No report

4. Director's Report

- Director asked the board to approve closing the library on Wednesday, November 17, 2021, for a Staff Work Day.

Motion by Hewitt to close the library all day, Wednesday, November 17, 2021.

Hluchyj seconded the motion.

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

Final Resolution: Motion Carried

- LCSD approved the Student Library Card. An addendum is required regarding protection of data. More testing is required by OCPL, and Onondaga County to confirm the data will be properly encrypted and protected before the project can move forward.

5. OCPL Report: One library still needs to vote on the MOU agreement with OCPL and member libraries, however the MOU will go into effect since a majority of the member libraries voted to approve the agreement.

## H. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

### RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Stivenson, Barbara	Guard (PTAN)	9/24/2021
Bertrand, Caren	Librarian I (PTAN)	10/8/2021
Gazek, Sarah	Guard (PTAN)	10/12/2021

### APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Riccardo, Amanda	Librarian I (PT)	21.98 p/h	9/21/2021
Perez, Daniel	Librarian I (FT)	23.10 p/h	11/8/2021

Motion by Hluchyj to accept the Personnel List as presented second by Gouger.

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

Final Resolution: Motion Carried

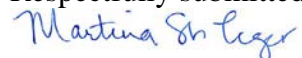
2. Corporate Sponsorships Policy for First Reading  
Gouger made a motion and Baker seconded to approve the policy for first reading.  
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin.  
Final Resolution: Motion Carried
3. Mission and Vision Statements for First Reading  
Gouger made a motion and Hewitt seconded to approve the statements for first reading.  
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin.  
Final Resolution: Motion Carried
4. Social Media Policy for First Reading  
Gouger made a motion and Hluchyj seconded to approve the policy for first reading.  
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin.  
Final Resolution: Motion Carried
5. Circulation Policy for First Reading  
Gouger made a motion and Hluchyj seconded to approve the policy for first reading.  
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin.  
Final Resolution: Motion Carried
6. Board Budget Schedule  
Motion to approve the Board Budget Schedule for the 2022-2023 fiscal year by Gouger,  
second by Hluchyj. Discussion followed.  
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin.  
Final Resolution: Motion Carried
7. Employee Handbook Change  
Motion by McLaughlin to accept the change to the LPL Employee Handbook as presented  
second by Hewitt.  
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin.  
Final Resolution: Motion Carried

I. OPEN FORUM: no comments

J. BOARD FORUM: Hewitt and Gouger shared personal comments about recent library visits.

K. ADJOURNMENT: The meeting was adjourned at 7:24 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board