



MINUTES
BOARD OF TRUSTEES MEETING
September 12, 2018
Carmen Community Room

Trustees present: Gutierrez, MacLaughlin, Schapley, Baker, Budmen, Hewitt, Hluchyj
Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St.Leger, Clerk to the Board
Others: Staff and community members

REGULAR MEETING

A. CALL TO ORDER

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

B. SALUTE TO THE FLAG

C. CORRESPONDENCE:

- Flyer from BJ's Wholesale in Clay regarding a Book Drive to benefit LPL.

D. AGENDA CHANGES: none

E. CONSENT AGENDA

1. Approval of August 10, 2018 Regular Meeting Minutes
2. Approval of Monthly Bills for August
Baker made a motion and Budmen seconded to approve the Consent Agenda.
All were in favor. Motion Carries

F. REPORTS TO THE BOARD

1. Staff Report – Maggie Foster

Maggie Foster is the Community Engagement Coordinator and joined the library staff in April of this year. Foster shared a little bit about herself and her goals such as how to engage with the volunteers and what could we be doing a little bit differently to make the community engagement here just a little bit stronger. She enjoys getting out into the community and getting to know everyone. She has found that we already have a great connection with the community. Foster said she has an excellent team and they each bring different skills and perspectives to the group. Foster looks forward to creating new programs and continuing to advocate for the library. She said the Book Bike and the Outreach van were what sealed the deal for her in coming to LPL.

2. Financial Report

- Dorothy Morgan provided a report on the financial status of the library. The AUD was due at the end of August, but we have asked for an extension. The annual audit will be done in October by Inero. We will need to hire a firm to conduct post retirement valuations which will be a necessary expense. A first draft of a procurement policy will be submitted for board approval.

3. President's Report

- Gutierrez told everyone how much fun it was to work on the Cemetery Tour in her role as Village Historian. The tour was a success and members of the community got involved to lead walking tours. Printed copies of the tour with a map are available at the library. A rehabilitation project is underway to make the cemetery pedestrian friendly.
- Gutierrez lead a discussion regarding fines and eliminating some library fines. The Director recently shared an article regarding fines with the Trustees. Discussion followed among the Trustees regarding fine revenue and the impact of eliminating or reducing fines. Gutierrez asked the Director to gather empirical evidence for the cost of processing fines, and what other libraries are doing in lieu of fines.

4. Director's Report

- The Lobby Book sale brought in \$1,617.00 in August. The wishing well contained \$46.45, gift shop purchases totaled \$61. The donation box held \$67.22, patrons attending movies donated \$22, and Passport photos generated \$60 in revenue.
- A reminder of the annual book sale next weekend, September 22 and 23. There is a special dealer event on Friday night from 6-8pm.
- As part of the Great American Reads program we will be hosting a discussion moderated by Debbie Stack of WCNY. We are looking forward to friendly debate about what is America's Favorite Book and why. All are welcome to attend.
- We had another meeting with the architects and are making great progress on the first-floor renovation plans. Our next meeting will be with Creative Library Concepts to get started with shelving and furniture needs. There is no timetable yet for the public bathroom renovations.
- We had Syracuse Business Center come in and evaluate the second floor and they have made a recommendation for a new layout for work spaces. Revising work areas may help mitigate the effects of the smoke from using used office furniture. Help mitigate smoke issue caused by the tenants of 304 Tulip Street.

5. OCPL Report:

- A committee has been formed to begin a national search for the next Executive Director.

G. ITEMS FOR ACTION AND DISCUSSION

1. Program Policy for Second Reading and Final Approval.
Budmen made a motion and Hluchyj seconded to approve the policy for second reading and final approval. All were in favor. Motion carries.
2. Volunteer Policy for Second Reading and Final Approval.
Schapley made a motion and Hluchyj seconded to approve the policy for second reading and final approval. All were in favor. Motion carries.
3. Surplus Furniture and Equipment Policy for Second Reading and Final Approval
Baker made a motion and MacLaughlin seconded to approve the policy for second reading and final approval. All were in favor. Motion carries.

4. NYS Library Construction Grant

Schapley made a motion and Budmen seconded to authorize the Director to submit a proposal for a NYS Library Construction grant for the purpose of Safety Enhancement Access Control System. Board approves the expenditure of at least \$1,700 (25%) towards the project, not to exceed \$6,800 (total cost). All were in favor. Motion carries

5. Personnel Changes

RESIGNATIONS

First Name	Last Name	Position	Pay Grade	Effective Date
Jake	Hare	Librarian I	10	8/15/2018
Maureen	Folk	Library Page (part-time)	1	8/10/2018

APPOINTMENTS

Alan	Emrich	Security Guard (part-time)	3	8/28/2018
Lianna	Kendig	Library Clerk I (part-time)	2	9/13/2018
Marjorie	Sherman	Library Clerk I (part-time)	2	9/13/2018

MacLaughlin made a motion and Baker seconded to accept the changes as presented. All were in favor. Motion carries.

H. OPEN FORUM: nothing

I. BOARD FORUM: nothing

J. EXECUTIVE SESSION –

Budmen stated the need for an executive session to discuss a personnel matter. Budmen made a motion and Hluchyj seconded to move into executive session for the previously stated matter. All were in favor. Wisniewski and Morgan were asked to attend. The board moved into executive session at 7:30 p.m. with action to follow.

Hluchyj made a motion to return from executive session at 8:00p.m, seconded by Baker. All were in favor.

The following discussion continued in open session:

It has come to our attention that we need to document a practice which was never formally documented although it has been the practice since 2006.

In January 2006, the 2005-2008 CSEA Agreement was approved by the Liverpool Public Library Board of Trustees. Included in the ratification was an Award for Service paid annually to employees who have completed at least ten (10) years of continuous service to the Library. The award is paid to eligible employees on or about January 1st of each year for the term of the contract. The amount of monetary award differs dependent on full time or part time service. The award does not add to the employee's base salary.

In April of 2006, the Board of Trustees, in lieu of the Award for Service for union members approved an additional thirty five (35) hours of vacation time (or payment in lieu of time off) for each management confidential (non-union) employee. The vacation time for part-time management is pro-rated.

There was no official motion on record of the confirmation. It was documented on the annual sick, personal, vacation (SPV) forms that each management confidential employee received.

4/5/06 - Board authorized an additional 5 days vacation to be added each January 1. Payment in lieu of time off, up to 5 days may be taken during the calendar year.

RESOLUTION I: the Liverpool Public Library Board of Trustees approves an additional thirty five (35) hours of vacation time (or payment in lieu of time off) for each management confidential employee (non-union) employee to be paid on or about January 1st of each year during the term of the 2017-2020 contract. The vacation time for part-time management is pro-rated. Budmen made a motion to pass the resolution which was seconded by MacLaughlin. All were in favor. Motion Carries.

RESOLUTION II: the Liverpool Public Library Board of Trustees approves the past vacation time given to management confidential employees from April 2006 to January 2018 with no financial impact or back pay. Schapley made a motion to pass the resolution which was seconded by Baker. 6 yes, 0 no, Hewitt abstained. Motion carries.

K. ADJOURNMENT

Baker made a motion to adjourn and Hluchyj seconded. All were in favor. The meeting was adjourned at 8:03 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board