

LIVERPOOL PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 11, 2001

Trustees present: Fulmer, Ward, Dunstone, Spado, and Berryhill. Spadafore arrived at 7:10 pm. Alessio arrived at 7:25 pm.

Staff: Nottingham, Director, and Morgan, Clerk to the Board.

Others: staff

I. Reorganizational meeting

President Fulmer called the Reorganizational Meeting of the Board of Trustees, July 11, 2001, to order at 7:04 pm.

A. Oaths of office

Debbie Mickle, Head of Personnel and Notary Public Officer, administered the Oath of Office to Alessio, Dunstone and Berryhill. Alessio and Dunstone were re-elected to serve another five year term. Richard Berryhill, newly appointed trustee, will fill the balance of an unexpired term until the next election of trustees. The Oaths were signed by President Fulmer and notarized by Mickle.

B. Election of officers for 2001-2002

Ward and Spado, representing the Nominating Committee presented the following slate of officers for 2001-2002:

- Fulmer as President
- Alessio as Vice-President
- Ward as Secretary

Ward moved and Spado seconded to approve the slate of officers as submitted.

On the motion: 6 ayes, 0 nays; motion carried.

An oath of office was taken by the newly elected officers to officially undertake and faithfully discharge their duties.

C. Appointments

Ward moved and Spado seconded to approve the following appointments:

- Larry Dunstone as Financial Officer
- Dorothy Morgan as Clerk to the Board
- Patricia Johnson as Treasurer
- Ethel Shetler as Internal Auditor
- Liverpool Salina Review and the Syracuse Newspapers as the library's official newspapers
- Elaine Lyon as Records Access Officer

On the motion: 6 ayes, 0 nays; motion carried.

D. Adopt annual calendar

The Board received copies of the 2002 official scheduled closings. Ward moved and Dunstone seconded to adopt the scheduled closings as proposed.

On the motion: 6 ayes, 0 nays; motion carried.

E. Designate meeting days

Dunstone moved and Spado seconded to keep the Board meetings at 7:00 pm on the first Wednesday of every month.

On the motion: 6 ayes, 0 nays; motion carried.

F. Set petty cash-on-hand amount

Ward moved and Spadafore seconded to set the petty cash amount at \$100.00.

On the motion: 6 ayes, 0 nays; motion carried.

G. Approve Salary Schedule

Spado moved and Dunstone seconded to approve the salary schedule as submitted which reflects what was agreed upon in the union contract.

On the motion: 6 ayes, 0 nays; motion carried.

Regular Meeting

Call to order

President Fulmer called the meeting to order at 7:15 p.m.

Salutation to the United States Flag

Correspondence

Correspondence folder was circulated among the Board for its review.

Open Forum

Dailey

- Bill Baker has produced two public radio announcements (15 and 30 seconds) for the library with the basic message being our website, searching the online catalog, and reserving and renewing library materials.

Lyon

- announced her retirement in December and expressed her gratitude to the Board for its continued commitment to staff conference attendance and continuing education

Consent Agenda

1. Approval of June 6, 2001, Regular Board Meeting Minutes
2. Approval of Monthly Bills for 6/7/01, 6/20/01, 6/21/01, 6/28/01, 7/5/01 and 7/11/01

Ward moved and Dunstone seconded to approve the items under Consent Agenda. All were in favor.

Reports to the Board

1. Treasurer's report

The Board received copies of the April 30, 2001, Expenditure and Revenue report. Dunstone reported on the library's financial status.

2. President's report

- Fulmer thanked Lyon for her dedication and years of service to the library.
- Fensterer, Rowoth, and Fulmer will be attending Macworld, July 18-20 in New York City.

3. Director's report

- state of the Dynix system as mentioned in the written report. Discussion followed.

4. OCPL & Advisory Board

- Nottingham reported that the OCPL Board is still discussing the Search Committee process for a new director.

5. ALA Annual Conference: staff and trustee

-Ward reported on her attendance at ALA. She distributed a copy of ALA's Code of Ethics that

she had received at the conference. It will be read for first reading at the August meeting.

- Fensterer produced a slide presentation on his attendance at ALA.
- Morgan submitted a written report.
- A report on the Ironwood Branch pre-conference and the consultation meeting with Kate McNeely will be presented to the Board at a later time.

Items for discussion and action

1. Building proposal update

Nottingham informed the Board that the attorneys for the library are still reviewing the contracts as submitted from Clough, Harbour.

Board Forum

- any trustee interested in attending the New York Library Association's Annual Conference October 17-20, 2001, should contact Morgan.
- Ward and Dailey while in San Francisco attended the Library Journal reception in honor of Morgan's Paraprofessional Award.

Executive Session

President Fulmer stated that the Board has need to enter into executive session for a personnel matter with possible action to follow.

Ward moved and Spado seconded to enter into executive session for the purpose stated by Fulmer. All were in favor. An executive session was declared at 8:20 pm

Ward moved and Spadafore seconded the Board return from executive session at 8:45 p.m. All were in favor.

Action

Ward moved and Spadafore seconded to create a position of Administrative Assistant at a grade level 9.

On the motion: 7 ayes, 0 nays; motion carried.

Ward moved and Spadafore seconded to appoint Dorothy Morgan to the position of Administrative Assistant at a salary of \$35,000, and authorized the Director to follow the usual procedures and file the necessary paperwork for filling this position.

On the motion: 7 ayes, 0 nays; motion carried.

Berryhill moved and Ward seconded that the meeting be adjourned. All were in favor.

Adjournment

Fulmer adjourned the meeting at 8:46 pm

Respectfully submitted,

Dorothy Morgan
Clerk to the Board of Trustees

Next Regular Board Meeting: Wednesday, August 1, 2001 at 7:00 pm