

**MINUTES
REORGANIZATION/ REGULAR MEETING OF THE
LIVERPOOL PUBLIC LIBRARY
JULY 11, 2007**

Trustees present: Alessio, Spadafore, Spado, Fulmer, Dunstone, and Dodge

Excused: Welcher

Staff: Dailey, Director and Morgan, Clerk to the Board

Others: Staff. Mark Grobosky, Esq. library's attorney arrived at 7:00 p.m.

REORGANIZATION MEETING: Alessio called the meeting to order at 6:30 pm.

OATHS OF OFFICE: The Oaths of Office were administered by George Alessio to Joseph Spado and Tim Dodge. The terms of both positions will be for five years from 2007 to 2012.

ELECTION OF OFFICERS: In Welcher's absence, Dodge, representing the nominating committee presented the slate of officers and appointments for 2007-2008.

Alessio as President; Spadafore, Vice-President; Joe Spado, Secretary to the Board.

Dodge moved and Fulmer seconded to accept the new slate of officers as stated. All were in favor.

APPOINTMENTS:

Financial Officer: Larry Dunstone

Clerk to the Board: Dorothy Morgan

Treasurer: Carol-Anne Mathews

Internal auditor: Sherry Chaar

Official newspaper: The Post Standard

Records Access Officer: Elizabeth Dailey

Records Administration Officer: Yvette Hewitt

Dodge moved and Spadafore seconded to accept the appointments as stated. All were in favor.

ADOPT ANNUAL CALENDAR

Dodge moved and Dunstone seconded to adopt the annual calendar as submitted. All were in favor.

DESIGNATE MEETING DAYS:

Dodge moved and Spadafore seconded to keep the meetings set at 6:30 p.m. on the first Wednesday of every month. All were in favor. The August Board Meeting will be held in the Sargent Meeting Room.

SET PETTY CASH-ON-HAND AMOUNT

Dunstone moved and Dodge seconded to set the petty cash-on-hand amount at \$100.00. All were in favor.

SET MILEAGE REIMBURSEMENT RATE:

Fulmer moved and Dodge seconded to set the mileage reimbursement at 48.5 cents established by the Internal Revenue Service effective 01/01/2007. All were in favor.

APPROVAL OF CHASE AND KEY BANK:

Spado moved and Dunstone seconded to approve Chase Bank as a depository as well as Key Bank for library funds. All were in favor.

President Alessio closed the Reorganization meeting at 6:35 p.m.

REGULAR MEETING

A. Call to order

President Alessio called the regular meeting to order at 6:40 pm.

B. Salutation to the United States Flag.

C. Staff Reports

Polly demonstrated the new LPL website <http://www.lpl.org>. Polly is the Project Manager.

D. Agenda Changes

President Alessio stated the need to move the Executive Session up from Item K to before Item F on the Agenda. Spadafore moved and Spado seconded the Agenda Change. All were in favor.

EXECUTIVE SESSION

President Alessio stated the need for an Executive Session to discuss a legal matter with no action to follow. Spadafore moved and Spado seconded to conduct an Executive Session for the purpose stated by Alessio. All were in favor. Alessio declared the Executive Session at 7:15 p.m.

Polly, Assistant Director and Morgan, Administrative Assistant were asked to stay. The library's attorney was present.

Dodge moved and Spadafore seconded to return from Executive Session at 7:45 p.m. All were in favor.

E. CONSENT AGENDA

1. Approval of June 6, 2007 Regular Board Meeting Minutes

2. Approval of Monthly Bills for June.

Fulmer moved and Spado seconded to approve the Consent Agenda. All were in favor.

F. REPORTS TO THE BOARD

1. Treasurer's report.

The Board received copies of the June 2007, Expenditure and Revenue Reports. Dunstone reported on the library's financial status.

2. President's report

No report.

3. Director's report

- Summer Reading Club registrations as of July 10 for pre-K through 12th grade participation was 1,205 which was higher than last year's number.
- Friends of the Liverpool Public Library held their Annual Meeting and elected new officers.
- Dailey is serving on the OCPL Memo of Understanding Committee. The committee is working on a document that eventually would be signed by every library board in the county. It would define what services each member library can expect to receive as being part of the county library system.
- No written response from the Board's letter to Joyce Latham noting the Board's endorsement of the motion made by the member library directors at an April 3, 2007 Onondaga County Suburban Libraries Meeting. A motion was made that when OCPL seeks representation for committees the Administration should go through the member library's association president and that group would nominate and vote on who they want to represent them on the various committees.
- OCPL is coordinating the training for the Polaris Integrated Library System.
- Dorothy and Elizabeth met with the Village Mayor, Contractor (Mike Ross), and Engineer (James Thrasher) to update staff on the Streetscape Project.
- With Debbie Mickle's resignation as Head of Personnel, Dorothy Morgan, Business Manager and Martha Hopper her assistant, have been working on a reorganization plan for consolidating the Business Office with Personnel responsibilities. Dailey will present a proposal to the Board at the August Meeting.

G. Items for Discussion and Action

1. Update on roof project

During the week of July 16 the roof work will be finished with the installation of the metal trim. Welch Construction will also be cleaning up and repairing the library's lawn. Paul Kirk, Project Manager informed Dailey that \$12,000 was used out of the total allowance of \$25,000 that was included in the roof project costs.

2. Policy for First Reading

Employee Grievance/Complaint Policy

Spado moved and Spadafore seconded to approve the policy for first reading. All were in favor.

3. Staff Development Day Closing

Spado moved and Spadafore seconded to approve closing the library on Monday, October 8, 2007 (Columbus Day) for Staff Development Day.

The day will be devoted to Polaris Training which is going live October 23, 2007. In addition to training, Jean Polly is arranging a workshop on Excellence in Libraries. All were in favor of closing the library for this training day.

4. Surplus List

Dodge moved and Spadafore seconded to approve the surplus list as submitted. All were in favor.

H. Open Forum

No report.

I. Board Forum

On Saturday, July 7 the library held a children's program in connection with the performance of the Symphony String Quartet. The guest reader was Daniel Hege, conductor of the Syracuse Symphony Orchestra. Fulmer was in the audience and overheard the maestro say how much he enjoyed reading to the children. The library was complimented by Kate McCaffrey, OCPL Deputy Director.

J. Adjournment

Spadafore moved and Spado seconded to adjourn the meeting. President Alessio adjourned the meeting at 8:05 p.m.

Respectfully submitted,

Dorothy Morgan
Clerk to the Board of Trustees

REGULAR MEETING: Wednesday, August 1, 2007 at 6:30 p.m. in the Sargent Meeting Room