

**LIVERPOOL PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Liverpool Public Library - CCR
February 5, 2003**

Trustees present: Fulmer, Alessio, Ward, Dunstone, Spadafore, Spado, Berryhill.

Staff: E. Dailey, Director; Morgan, Clerk to the Board.

Others: public and staff

Regular Meeting

President Fulmer called the meeting to order at 7:00 p.m.

Salutation to the United States Flag

Correspondence folder circulated for the Board's review.

Open Forum

Armond Cannella spoke to the Board regarding his concerns over the library's fiscal management. He offered to leave the information he had worked on which supported his position on how the library can save money by an overall cut of 10% to 20% or more in every category in the budget.

Rodney Muench, library's maintenance person, expressed his concerns over his position recently being eliminating in the 2003-04 budget. He asked the Board to re-consider this decision.

P. Sprague reported that a committee has been formed to plan the events during National Library Week April 7-13, 2003.

Agenda Change

President Fulmer requested an Agenda change for the purpose of including an Executive Session after the Board Forum. Spado moved and Dunstone seconded to approve the Agenda change as requested by Fulmer.

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

Consent Agenda

Approval of January 8, 2003, Regular Board Meeting Minutes.

Approval of monthly bills for January.

Spadafore moved and Spado seconded to approve the items under Consent Agenda. All were in favor.

Reports to the Board

Treasurer's report

Dunstone reported on the library's financial status. The Board received copies of the November 30, 2002, Revenue and Expenditure Report.

Dunstone also reported that he has been talking to Key Bank for some time to find out how the library's accounts are set up. As a result the Bank is going to change the set-up and rebate some of the service charges back to the library. The Board thanked Dunstone for his work on this over the past year.

President's report

Fulmer thanked the Friends of the Library for raising and contributing to the library in excess of \$20,000 in 2002. The money was used for display shelving, programming, staff development and publicity for the referendum and budget vote.

Fulmer and Dailey met with Jan Matousek, incoming Liverpool Central School District's Superintendent. They had an interesting conversation that involved the continuation of a strong relationship with the library and the school. Ms. Matousek is the current Deputy Superintendent.

Director's report

In addition to the written report:

- beginning a process for a Long Range Plan. Any trustee interested in getting involved at this early stage should contact Fulmer or Dailey
- June 2003, the American Library Association is meeting in Toronto and holding a joint conference with the Canadian Library Association. Any trustee interested in attending should contact Morgan or Dailey. Discussion followed. The conference is June 20 – 24, 2003.
- Annual circulation statistics up 5% building on the previous years. Also noted was more meeting room use, more attendance at adult programs, significantly more computer use, and more "ask the librarian" electronic reference. Discussion followed regarding OCPL's statistics.
- The library and the Liverpool First United Methodist Church are cosponsoring their first program together. Kathy Ross, author of children's popular craft books will present the program. The program will be held during April Break at the church.

Discussion followed regarding computer use and print management methods.

OCPL & Advisory Board

Ward attended an Advisory Board meeting at the newly renovated Salina Free Library.

The New York Library Association sponsors library Day in Albany annually. On Tuesday, March 18, library advocates will travel to Albany. A bus will be provided for attendees. Discussion followed pertaining to the lobbying efforts for libraries.

Search continues for an Assistant Director.

OCPL Board Meetings are typically held on Wednesday afternoons between 4:00 pm and 4:30 pm. Any trustee interested in attending should call beforehand.

Items for Discussion and Action

Proposed Budget 2003-2004

Library Administration developed a draft of the budget and presented it to the Board for its review.

Daily asked that the Board change this working document to a public document in order for it to be made available to the public before the Public Information Meeting on March 5. An outline description of the budget followed. In order to develop a budget under 4% in the tax levy and a reasonable increase in some expenditures some personnel positions needed to be cut. 1 ft Maintenance, 2 ft Library Media Specialists, 1 pt Public Information Specialist.

Other positions being left vacant, but do not reflect personnel cuts:

1 Library Clerk III, 2 Library Clerk I, 2 Information Aides, 2 Page

Alessio made a motion and Ward seconded that the Board of Trustees of the Liverpool Public Library present the preliminary budget, as discussed, to the public for their comments. Discussion followed.

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

Alessio moved and Ward seconded that the Board of Trustees of the Liverpool Public Library eliminate the above-mentioned positions at Liverpool Public Library effective July 1, 2003. Discussion followed.

Spadafore declared that he is unable to support the motion to eliminate the positions.

The Board acknowledged the hard work of Administration in dealing with these most difficult decisions. Fulmer was hopeful that the library could find some volunteers or grant money to continue the Liverpool Legends Series.

On the motion: 6 ayes, 1 nay (Spadafore); motion carried.

Board Forum

Dick Ward, Liverpool resident, acknowledged the work of the Board and Administration in building this budget and realized the difficult decisions that had to be made to save the tax payers money while keeping the library at the level it should be. D. Ward strongly objected to any 20% cut across the budget lines.

Fulmer met with Pam Sprague, President of the CSEA Union for the library the afternoon prior to the Board Meeting. Discussion followed as to the details of the meeting regarding the elimination of the positions and the effect it has had on the staff.

The trustees expressed their feelings regarding the staff's need to continue attending various training workshops and educational conferences.

Executive Session

President Fulmer stated that the Board had need to enter into executive session for the purpose of one personnel matter with no action to follow.

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

Berryhill moved and Spado seconded the Board return from executive session at 8:45 p.m. and adjourn the meeting. All were in favor.

Adjournment

Fulmer adjourned the meeting at 8:45 p.m.

Respectfully submitted,



Dorothy Morgan
Clerk to the Board of Trustees

Public Information Meeting: Wednesday, March 5, 2003, at 6:30 p.m.

Next Regular Board Meeting: Wednesday, March 5, 2003, at 7:00 p.m.