

LIVERPOOL PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
January 7, 2004

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

Staff: Dailey, Director, and Hewitt, Secretary to the Director

Others: Staff, Bob Audley, Sterling Gray, Russ Tarby, Rosemary Jenientz

Regular Meeting

Call to order

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

Salutation to the United States Flag

Correspondence folder circulated among the Board

Staff Reports

Sprague informed the Board about the January 10 Magazine & Paperback sale being held by The Friends of the Liverpool Public Library.

Sprague also presented the “Meet Me at the Library...” Bookmark campaign. Every month the bookmarks will have a new theme highlighting library services and collections.

Consent Agenda

- Approval of December 3, 2003, Regular Board Meeting Minutes
- Approval of Monthly Bills for December

Spado moved and Spadafore seconded to approve the items under Consent Agenda.

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

Reports to the Board

Treasurer’s report

Dunstone reported on the library’s financial status. The Board received the approved September and October 2003 Revenue and Expenditure reports from the Liverpool Central School District.

President’s report

Fulmer welcomed Robert Audley, a former library trustee, to the meeting.

Fulmer invited Jean Polly, Assistant Director, to share details on her upcoming trip to Japan for NetMom.

Director’s report

In addition to the written report:

Pointed out the new carpet in the Carman Community Room. One small area needs correcting and that is currently be addressed by the company's sales rep. Dorothy Morgan, Business Manager, and Annika Dailey, Head Custodian are getting quotes from carpet vendors that are on State Contract to replace carpet for the rest of the library's first floor including the lobby and Children's room.

Bids have been mailed out for the self check-out systems and copies of the bid proposal will also be provided at ALA.

OCPL & Advisory Board

Kate McCaffrey has been appointed Deputy Director for OCPL.

Ward reported the Advisory Board meetings have been informational with no big projects currently underway. The next meeting is scheduled for January 13th.

Items for discussion and action

Policies for First Reading

Staff Development and Conference Attendance

Ward moved and Dunstone seconded to approve the policy for first reading with additional wording discussed.

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

Surplus Furniture Equipment

Ward moved and Spadafore seconded to approve the policy for first reading.

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

Policies for Second Reading and Final Adoption

Facilities Use

Berryhill moved and Spado seconded to approve the policy for Second Reading and final adoption.

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

Governance, Financial Support, Organization

Spadafore moved and Dunstone seconded to approve the policy for Second Reading and final adoption.

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

Continued budget discussion for 2004-2005 and response to Community Comment meeting

The Board reviewed the draft-working document of the proposed budget for the fiscal year 2004-2005. Discussion ensued regarding the use of a pie chart in the working document with inquiries on a further breakdown for the adult area of the chart.

Spadafore pointed out that the rising costs of medical insurance affects the budget and reduces monies towards services.

Fulmer highlighted points made during Community Comments meeting:

- continue offering the same level of services
- hours of operation, especially Sunday hours, meets the needs of the community
- still need to extend service into the northern Liverpool community

Ergonomics Proposal

Dailey reported more needs to be done to address the needs of the staff in addition to several in-house initiatives by the Ergonomics Risk Manager, Dorothy Morgan and Debbie Mickle, Personnel.. A maturing staff is doing the same amount of work with fewer people. A proposal for a whole ergonomics program was presented to the trustees. Spado requested references be included with the proposal. Spadafore inquired about the involvement of CNYCOSH (Central New York Occupational Safety & Health). CNYCOSH representative Rosemary Jenientz introduced herself to the Board and explained the services provided by her organization. Dailey agreed to meet with her at a later date to discuss the library needs in more detail. Discussion of proposal will continue next month.

Open Forum

Nothing to report

Board Forum

Nothing to report

Adjournment

Fulmer adjourned the meeting at 7:40 p.m.

Respectfully submitted
Yvette M. Hewitt
Secretary to the Director

Next Regular Board Meeting: Wednesday, February 4, 2004, at 7:00 p.m.