

LIVERPOOL PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 4, 2004

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

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

Others: Staff

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

Jean Armour Polly, Assistant Director, reported on her trip to Japan for NetMom. Jean pointed out that this trip was taken while she was on vacation, not paid for by the library.

Sprague reported on various library programs scheduled for February including those during Winter Break. The Board was asked to help with promoting the Friends' Membership Drive. Local African-American artist Jaushua Stewart is raising funds for two non-profit organizations by auctioning a pair of his original paintings. Funds raised through the sale of the acrylic-on-canvas works will benefit the Liverpool Public Library and the Syracuse Ronald McDonald House.

Consent Agenda

Approval of January 7, 2004, Regular Board Meeting Minutes

Approval of Monthly Bills for January

Ward moved and Dunstone 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 November 2003, Revenue and Expenditure report from the Liverpool Central School District.

President's report

No report.

Director's report

In addition to the written report:

Grants

The library received notification of acceptance for two grants the library submitted. Sprague worked on the one received from the Cultural Resources Council for \$300 to purchase foreign films and their public performance rights so that the library can sponsor a foreign film series. Rossoff worked on a Heritage Grant for \$1500 that will fund the completion of the bibliographic work on the historic photograph collection. Joyce Mills will be doing the work.

Unique Management Services

OCPL has been investigating materials recovery services. Discussion followed. The Board asked Dailey to research this further with other library systems that have used this service.

Ergonomics

CNYCOSH will be presenting Dailey with a written ergonomic proposal.

Self-Check Out Systems

The library received four responses from bids that went out for two Self-Check Out Systems - ID Systems, Crisplant, 3M, and Libramation. The Board received copies of the bid specifications and an analysis on the bid results from Polly. Discussion followed. Dailey recommended the library accept the low bid received from ID Systems.

Spado moved and Berryhill seconded to award the bid to ID Systems for a total of \$30,000.

On the motion: 7 ayes, 0 nays; motion carried. The cost will be covered under the current operating budget.

Carpet proposals

Morgan, Business Manager, and Annika Dailey, Head Custodian, continue to work on getting carpet proposals for replacement of the first floor carpeting. The three vendors are all on state contract within our region - Dupont, Shaw, and Landmark.

Governor's budget

Libraries were told to expect a 5% reduction in state aid. Assemblywoman Sandy Galef, Chair of the State Assembly's Committee on Libraries and Education Technology, has produced a survey that Dailey asked the trustees to complete regarding library services and funding. Dailey was asked if she would explore with State Legislators specifically John DeFrancisco and Joan Christensen any member item funding that could be made available for specific Liverpool Public Library projects.

Workshop

The Board received copies of a workshop geared to public library directors, department heads, and senior trustees on the challenges facing libraries over the next decade. Any trustee interested in attending should contact Morgan.

OCPL & Advisory Board

Ward reported the Advisory Board scheduled for January 13th was cancelled; she hopes to attend the next meeting in February. Dick Strauss, Chairman of the Advisory Board will be moving to the OCPL Board. John Kianka will also be on the OCPL Board.

ALA mid-winter reports and Annual Conference

Dorothy Morgan and Elizabeth Dailey attended the American Library Association's Midwinter meeting in San Diego. Their reports have been included with the Director's report.

Any trustee interested in attending ALA Annual in June should contact Dorothy Morgan.

Items for discussion and action

Policies for Second Reading

Staff Development and Conference Attendance

Spadafore moved and Dunstone seconded to approve the policy for second reading and final adoption.

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

Surplus Furniture and Equipment

Berryhill moved and Ward seconded to approve the policy for second reading and final adoption.

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

Policy for First Reading

Volunteers

Ward moved and Spadafore seconded to approve the policy for First Reading.

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

Continued budget discussion for 2004-2005

The Board reviewed three working drafts of the proposed budget for the fiscal year 2004-2005.

The Board was in general consensus that the direction for this budget should be towards a 2% tax levy increase. A Public Information Meeting will be held on March 3rd. Public copies of the proposed draft budget will be made available before that meeting.

Mission Statement revised for First Reading

The Board received copies of a revised Mission Statement. It will be reviewed for first reading at the March Board Meeting.

2004 Scheduled Closings

Dailey was asked by Union President Pam Sprague to consider changing the July 3 scheduled closing to July 5 since the Federal Government is observing Independence Day on Monday, July 5 this year.

Spado moved and Dunstone seconded to change the date from July 3 to July 5, 2004.

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

The library will be opened Saturday, July 3 and closed on Sunday, July 4 and Monday, July 5.

Board Budget Schedule

Spadafore moved and Spado seconded to amend the budget schedule to change the library's budget vote date to May 18, 2004, the same as the Liverpool Central School District. The Public Hearing will be held on May 5, 2004, at 7:00 pm.

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

Open Forum

Ward extended birthday greetings to Alessio.

Board Forum

Nothing to report

Adjournment

Spadafore moved and Spado seconded to adjourn the meeting.

Fulmer adjourned the meeting at 8:20 p.m.

Respectfully submitted

Dorothy Morgan
Clerk to the Board

Public Information Meeting: Wednesday, March 3, 2004, at 6:30 pm
Next Regular Board Meeting: Wednesday, March 3, 2004, at 7:00 pm