

**MINUTES
REORGANIZATIONAL/REGULAR MEETING
LIVERPOOL PUBLIC LIBRARY
JULY 11, 2012**

**Trustees present: Spadafore, Alessio, Spado, Dunstone, Dodge, Scavone, and Ward.
Staff: Polly, Director and Morgan, Clerk to the Board
Others: Staff and public**

REORGANIZATION MEETING

A. CALL TO ORDER: Spadafore called the meeting to order at 6:30 pm.

B. SALUTE TO THE FLAG: Dodge led the Board in the salute to the flag.

C. OATH OF OFFICE: Spadafore administered the Oath of Office to re-elected Joseph Spado and Timothy Dodge. Their term is July 1, 2012 through June 30, 2017. The signed Oath of Office forms were notarized by Alessio and will be mailed to the Onondaga County Clerk's office.

D. ELECTION OF OFFICERS: Representing the nominating committee, Scavone and Dodge presented the slate of officers and appointments for 2012-2013: Spadafore as President; Alessio, Vice-President; Spado, Secretary of the Board. Ward made a motion and Scavone seconded to approve the slate of officers for 2012-2013 as stated. All were in favor.

E. APPOINTMENTS

Financial Advisor: Larry Dunstone

Clerk to the Board: Dorothy Morgan

Treasurer: Carol-Anne Mathews

Internal auditor: Sherry Chaar

Official newspaper: The Post Standard

Attorney: Michael Tremont of Costello, Cooney & Fearon, LLP for labor relations, employment matters, and legal counsel.

Records Access Officer/FOIL Officer: Yvette Hewitt

Records Retention Officer: Martha Hopper

Scavone moved and Spado seconded to accept the appointments as stated.

On the motion: 6 ayes, 0 nays, 1 abstention (Dunstone)

F. ADOPT ANNUAL CALENDAR for 2013

Dodge moved and Spado seconded to adopt the 2013 Scheduled Closings Calendar as submitted with the addition of closing the Sunday before Memorial Day May 26, 2013, and closing at 5:00 p.m. on Wednesday, November 27, 2013 the day before Thanksgiving. Discussion followed regarding the Director's recommendation to close on the specific days noted based on the past circulation, computer, and people counter statistics. The Board stressed that the changes were for this year only. All were in favor.

G. DESIGNATE MEETING DAYS:

Spado moved and Ward seconded to keep the meetings set at 6:30 p.m. on the first Wednesday of every month. All were in favor.

H. SET PETTY CASH-ON-HAND AMOUNT

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

I. SET MILEAGE REIMBURSEMENT RATE:

Dodge moved and Ward seconded to set the mileage reimbursement at 55.5 cents per mile for business miles driven that has been established by the Internal Revenue Service effective 01/01/2012.

J. APPROVAL OF CHASE AND KEY BANK:

Dunstone moved and Scavone seconded to approve Chase Bank as a depository as well as Key Bank for library funds, and to appoint Carol-Anne Mathews, Treasurer of the Liverpool Central School District or Dorothy Morgan, Library Business Manager, as authorized signatures on the bank accounts at Chase and Key Bank. All were in favor.

K. APPROVAL OF SALARY SCHEDULE 2012-2013:

Spado made a motion and Dunstone seconded to approve the salary schedule as submitted. All were in favor.

L. Trustee and Administrator Policy Affirmation and Disclosure Statement: Annual Conflict of Interest Policy

The Trustee and Administrator Policy Affirmation and Disclosure Statements were signed by each of the Board Members, Morgan, and Polly. Scavone moved and Ward seconded to approve the Statement. All were in favor.

M. ADJOURNMENT: Dunstone moved and Spado seconded to close the Reorganization Meeting. All were in favor. Spadafore closed the Reorganization meeting at 6:43 p.m.

REGULAR MEETING

A. CALL TO ORDER

Spadafore called the regular meeting to order at 6:43 pm.

B. CORRESPONDENCE: correspondence circulated amongst the Board

C. AGENDA CHANGES: no changes

D. CONSENT AGENDA

1. Approval of June 6, 2012 Regular Board Meeting Minutes

2. Approval of Monthly Bills for June.

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

E. REPORTS TO THE BOARD

1. New appointments: part-time librarian Is and clerks:

- Alison McCarthy Youth Services,
 - Luke Connor Adult Services and Teen Librarian,
 - Jennifer Husenitza Adult Services,
 - Keith Gatling Computer Services,
 - Patrick Hopper, part-time Library Clerk I for Circulation Services,
 - Conna Walsh, substitute Library Clerk I for Circulation Services
- Luke Connor was able to attend the meeting and was introduced to the Board.

2. Treasurer's report.

The Board received copies of the July 3, 2012, Expenditure and Revenue Reports that showed expenses through June. Dunstone reported on the library's financial status.

The Board acknowledged the work of Polly and Morgan on balancing the 2011-2012 budget without having to rely heavily on the use of fund balance.

4. President's report:

- Spadafore will be meeting on July 19th with Pat Rosier, President of the Liverpool Central School District Board of Education, and John Kennedy Vice-President. The purpose of the meeting is to continue building a good relationship with the school district and the library, and to discuss including the library as an additional polling location.

- Thanked A. Napier for the gardening around the library paid for in part by the Friends.

- Thanked Polly for the Rain Garden Project made possible by Cornell Cooperative that helps to keep the library involved in the continuing effort of "going green."

5. Director's report: In addition to the written report:

- called attention to the library winning the Family Times Reader's Choice Best Library Award. Polly congratulated all staff.
- 3M Cloud launch first in New York State. 3M recognized the library with a gift of the Discovery Terminal and Nook e-reader.
- pointed out the eye-catching July/August events guide
- Polly mentioned the lovely gardens, some paid for by the Friends, others through donations received from individuals and groups, such as the wildlife habitat garden. In the works is a demonstration rain garden put in at no cost to the library by Cornell Cooperative Extension as an educational project.
- the dinosaur sculptures are coming some time in August.
- OCPL has new keytag library cards
- acknowledged the substantial donation of Joanne Rupprecht as a memorial to Lee Garner, who passed away last year. Both were avid library users. Ms. Rupprecht recently moved to Saratoga and wanted to leave a gift for the library.

6. OCPL/Advisory Board Meeting: Dodge reported on the OCPL Board Meetings held in June and July.

G. ITEMS FOR DISCUSSION AND ACTION

1. Public Library Construction Act 2012

An appropriation of \$14 million in capital funds for public library construction has been included in the 2012 State Budget. The grant program period is July 1, 2012, through June 30, 2015. The library's total project cost must be \$5000 or greater. The library must agree to a 25% match, which means the library would contribute up to \$2,500 towards the sub-\$10,000 projects Polly is considering. Polly would like to replace the door hardware on the public floors to ADA-compliant "universal" lever hardware rather than knobs. She also is considering After Hours Pickup Lockers, but would need to consider how many, and at what cost in order to keep the total project cost under \$10,000.

Scavone made a motion and Ward seconded to approve the \$2500 recommendation by Polly to move forward with the grant proposal. The sense of the Board was that ADA-access should be considered a first priority. All were in favor.

H. OPEN FORUM

Nancy Polachek and Virginia Henderson, both Friends members, expressed their concerns over the Board's recent decision that all Friends' activities are on hold including the Annual Used Book and Lobby Sales. Pam Sprague, President of the Friends, announced that the Friends have received notice that they will soon be receiving the last payment from the Richberg Bequest money in the amount of \$148,683, making a grand total of \$298,683.

I. BOARD FORUM:

- Ward was at the library book sale in Alexandria Bay where she met a patron that talked about the library's annual used book sale.
- Scavone announced an employment opening in the Fall at Cayuga-Onondaga County BOCES for a Systems Librarian with an Administrative Degree.

J. EXECUTIVE SESSION

Spadafore stated the need to enter into an executive session for a personnel matter with possible action to follow. Dunstone moved and Ward seconded to enter into an executive session for the purpose stated by Spadafore. Spadafore called an executive session at 7:14 p.m. Polly and Morgan were excused. All were in favor.

Ward moved and Dodge seconded to leave executive session at 8:15 p.m. Scavone made a motion and Spado seconded to engage Cathy Green as a consultant for the library for a period of 6 months. All were in favor.

Spadafore then explained to those in attendance that the Liverpool Public Library Board of Trustees and the Friends of the Liverpool Public Library are working together on a Memorandum of Understanding. He was not certain that the individuals that spoke during Open Forum were still present, and he wanted them to know.

President Spadafore stated the need for another executive session for a legal matter with no action to follow. Ward made a motion and Dodge seconded to enter into an executive session for the purpose stated by Spadafore. Morgan and Polly were in attendance. Spadafore called an executive session at 8:20 p.m.

Ward made a motion and Dodge seconded to leave executive session and adjourn the meeting. All were in favor.

J. ADJOURNMENT

Spadafore adjourned the meeting at 8:55 p.m.
Respectfully submitted,



Dorothy Morgan
Clerk to the Board of Trustees