

LIVERPOOL PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
March 3, 2004

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

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

Others: staff, public, and Jessie Grey, reporter from the Liverpool Salina Review.

Public Information Meeting

Before the Regular Board Meeting, a Public Information Meeting was held to discuss the 2004-2005 proposed budget. Fulmer called the meeting to order at 6:30 pm. Dailey outlined the proposal and highlighted key budget decisions that were made in preparing the document. The trustees presented their opinions followed by questions and positive comments from members of the public. Dunstone explained the impact on the tax levy increase from last year's assessed rate for the Towns of Salina and Clay: increase of \$.03 per 1000 for the Town of Salina, \$.53 for Town of Clay.

Ward moved and Spadafore seconded to adjourn the meeting at 6:45 pm. All were in favor.

Regular Meeting

Call to order

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

Salutation to the United States Flag

Staff Reports

Sprague

- reported that the library received its first bid for the Jaushua Stewart painting.
- Liverpool Public Library will hold its annual Preschool Fair that helps parents and guardians of small children find a comfortable preschool fit. The Preschool Fair, co-sponsored by *Syracuse Parent*, will be held from 10 a.m. to 1 p.m. on Saturday, March 13.
- Liverpool Public Library is recognizing National Nutrition Month with a presentation by Registered Dietician and Certified Dietician-Nutritionist Linda Quinn on Monday, March 15. Dailey and Quinn made an appearance on WCNY highlighting this program.
- The library is working with the local Red Cross chapter about a video e-mail project for families of those in the armed forces overseas on March 14 & 15 at the library.

Jean Armour Polly - Systems and Technology update

- Rick Fensterer, Network Operator for the library, explained how the new Avaya Office IP telephone system works.
- John Hibbert, Computer Equipment Maintenance worker for the library, demonstrated how the new PC's for the public would be used in conjunction with the Print Management System.
- Jean Armour Polly, Assistant Director and Administrator of Systems and Technology, gave more detail on how the Macintoshes that are presently used by the public will become part of a roll down process, and will be deployed to other workstation areas around the building.

Consent Agenda

Approval of February 4, 2004, Regular Board Meeting Minutes

Approval of Monthly Bills for February

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 December 2003, Revenue and Expenditure report from the Liverpool Central School District.

Director's report

In addition to the written report:

- Unique Management Services

OCPL is still investigating the materials recovery service.

- Ergonomics

CNYCOSH has set up appointments to observe staff activities at the circulation area later in the month.

- PLA

Dailey and Regina Fredericks, Head of Circulation and Information Services, attended the Public Library Association's Bi-Annual Conference in Seattle, Washington in February. A report will be submitted for the April Meeting.

- Meeting with State Legislators

Appointments are being set up with state legislators for meetings with Ward, Spadafore and Dailey to discuss library budgeting and funding.

- Governor's budget

Dailey has received communications from the New York Library Association that the state budget may be on time this year, but it is unclear where libraries will stand when a budget is adopted. She asked the trustees and staff to write letters and/or call their state legislators specifically John DeFrancisco and Joan Christensen asking that library aid be restored to its original level and increased. NYLA is asking that an additional \$13.7 million be spent on libraries in the coming fiscal year.

OCPL & Advisory Board

Mary Fran Floreck, Executive Director will be retiring after 25 years at OCPL.

The Board has hired a Search Committee for a new director.

Items for discussion and action

Policy for First Reading

Mission Statement

First reading was postponed until the April Board Meeting.

Policy for Second Reading

Volunteers

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

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

Carpet Quotes

Samples from three carpet distributors on state contract were received and reviewed: Landmark Flooring Concepts, Inc. from Syracuse; The Environmentalists from Rochester; Rochester Flooring Concepts formerly Shaw/Spectra Contract Flooring, Rochester. The library received cost proposals from Landmark Flooring and The Environmentalists. Quotes were also received from two moving companies for temporarily moving books, shelving, tables and miscellaneous furniture in the library while the new carpeting is being installed: Syracuse Movers Inc. and Greater Syracuse Moving and Storage Co.

A library staff committee will be meeting during March to facilitate the various stages of the project. Discussion followed.

Spado moved and Ward seconded to award Landmark Flooring Concepts, Inc. and Greater Syracuse Moving and Storage Co. the projects for new carpet installation on the first floor and for moving of books and furniture.

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

Annual Report

New York State Law now requires library Boards to officially accept Annual Reports. Attached to the report is the library's annual statistical report. The Board was very impressed with the document and asked that thank you letters be written to Colleen Keiffer for design and layout, and Alan Napier, editor of the report. Dailey acknowledged Fulmer as a consultant and contributor.

Berryhill moved and Spadafore seconded to approve the report as submitted.

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

Board Forum

Ward announced that in June the Liverpool Business Community would be holding an Art Festival in the Village. The library will be part of this event.

Dunstone reported on the Liverpool Rotary Gift of Vision Program. Dailey was enthusiastic that library staff members would like to help.

Adjournment

Spado moved and Alessio seconded to adjourn the meeting.

Fulmer adjourned the meeting at 7:55 p.m.

Respectfully submitted

Dorothy Morgan
Clerk to the Board

Next Regular Board Meeting: Wednesday, April 7, 2004, at 7:00 pm