

LIVERPOOL PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
August 4, 2004

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

Excused: Alessio

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.

Staff Reports

Sprague

- News clippings were passed to the Board for review
- Adult Services programs beginning in the Fall
- Liverpool Public Library will be participating in the Village Merchants Halloween celebration
- New signs with the library logo on Route 57 and 370 installed by the NYS Department of Transportation free of charge

Dailey informed the Board that the handicap ramp on Second Street has been repaired by the Village and replaced with concrete instead of tar.

Agenda Changes

No changes

Consent Agenda

Approval of July 7, 2004, Regular Board Meeting Minutes

Approval of Monthly Bills for July

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

Reports to the Board

Treasurer's report

No changes in the financial report since last month. Morgan is finally able to print the budget reports she accesses from the school district. Dunstone acknowledged Rick Fensterer and Shawn Surma's assistance in making this happen.

President's report

No report

Director's report

Old Business

- OCPL is still working on the possible implementation of Collection Services for the retrieval of late/lost materials.
- Dailey contacted Syracuse University Community Design Center regarding the interior improvements that had been discussed at the July Board Meeting. The project is not large enough in scope for S.U. to get involved with. Discussion followed as to some alternatives.
- Full month of statistics shows that 20% of the library's circulation was from the use of the self-check out systems. Modifications were made by ID Systems to reduce the number of patrons "blocked" from using the self-check out.

New Business

- Meeting room conflict between two community groups. Discussion followed regarding the library's procedures for booking meeting rooms. The Board instructed Dailey to inform the groups that the procedures that are currently in effect and administered will be followed with no exceptions or preferential treatment.

OCPL & Advisory Board

No decisions will be made regarding a new Automation System for the County Library System until the new director starts work.

ALA Annual Conference

Polly and Fensterer reported on their attendance at the American Library Association's Annual Conference in June.

Polly had a technical demo day at the library with E-vanced, the Events Calendar Booking Company. About 40 people came to the two sessions, including librarians from OCPL, Mid-York, Four County, Upper Hudson, and more. They were very interested in seeing the self-checks, LabMan installation, and LPT:One print management.

Items for discussion and action

Policies for First Reading

- Emergencies in the Library

Ward moved and Spadafore seconded to approve the policy for second reading and final approval.

On the motion: 6 ayes, 0 nays; motion carried

- Exhibit Spaces & Bulletin Boards

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

On the motion: 6 ayes, 0 nays; motion carried.

- Program

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

On the motion: 6 ayes, 0 nays; motion carried.

Vehicle Use for First Reading

Ward moved and Spadafore seconded to approve the policy for first reading with the recommended deletion in wording pertaining to seat belt use.

On the motion: 6 ayes, 0 nays; motion carried

Facility Improvements Continued from July Board Meeting

- Digital video recorder for security cameras.

Spadafore moved and Spado seconded to approve the proposal submitted by Securitronics Co. to add recording to the existing 4 camera CCTV system. Discussion followed regarding retention of recorded images with respect to library liability. Spadafore amended his motion to include "pending legal advice from the library's lawyer before the next Board Meeting."

On the motion: 6 ayes, 0 nays; motion carried.

Spadafore made a motion and Ward seconded to purchase the digital recorder in an amount not to exceed \$6000.

On the motion: 5 ayes, 1 nay (Spado); motion carried.

- Replacement of the existing bluestone and replacing/repairing needed sidewalk pavements on Tulip and Second Streets including benches and landscaping

Ward moved and Dunstone seconded to approve replacing area that is blue stone near the front main entrance walkway where the stone is damaged, cracked, and broken.

Additionally, to repair 16 pieces of sidewalk that are cracked, heaved and hazardous to customers and pedestrians in an amount not to exceed \$8,000. Discussion followed regarding the necessity of getting more bids for this work. Dailey was asked to look into getting plaques for the benches.

On the motion: 4 ayes, 2 nays (Berryhill and Spado); motion carried.

- Cedar shingles inhibitor

Berryhill moved and Ward seconded to approve the cedar shake renovation project per quote of \$6895.00. Discussion followed. Dailey will ask for an additional quote from which ever vendor is chosen by the Village of Liverpool for Johnson Park.

On the motion: 4 ayes, 2 nays (Spado, Spadafore); motion carried.

Consultants needed for HVAC and lighting

Dailey was informed by Airside, the company that services and maintains the library's heating and air conditioning units that the parts for the 13 incremental units are obsolete and cannot be found. The technicians have to buy generic parts and modify the units to ensure that they currently work. The price for some of the parts can get very expensive. As a result of this information, Dailey asked the Board for permission to do a Request for Proposal to engage a consultant to look at the situation. She will report back to the Board as she receives responses.

The Board had asked Dailey to look into additional lighting for the garage, outside perimeter along the Tulip Street entrance, and additional lighting for the lobby. Dailey will proceed to get proposals from consultants for the needed lighting and report back to the Board.

Staff Development Day

Spadafore moved and Dunstone seconded to approve closing the library for Staff Development Day on Veterans' Day, November 11, 2004.

On the motion: 6 ayes, 0 nays; motion carried.

Board Forum

Berryhill informed the Board that he had been contacted by a realtor asking if the lot next door was for sale. He hasn't heard anymore since the initial contact, but will keep the Board informed.

Adjournment

Spadafore moved and Ward seconded the Board adjourn the meeting. All were in favor. Fulmer adjourned the meeting at 8:45 pm

Respectfully submitted,

A handwritten signature in black ink that reads "Dorothy Morgan". The signature is written in a cursive, flowing style.

Dorothy Morgan
Clerk to the Board of Trustees

Next Regular Board Meeting: Wednesday, September 1, 2004, at 7:00 p.m.