

LIVERPOOL PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
December 1, 2004

Trustees present: Fulmer, Alessio, Ward, Dunstone (left at 7:30 pm), and Spado,

Excused: Spadafore and Berryhill

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

Others: staff and public: Liverpool residents Terry and Vincent Cook, Cliff Drought, Editor of Baldwinsville and Liverpool Daily News

**Community Comment Meeting**

Fulmer opened the meeting for comments at 7:00 pm. The purpose of the meeting was to give those in attendance an opportunity to let the Director and Board know how they felt about the library, its services and programs. Terry Cook mentioned one of the reasons why her family moved into the Village was because of the great programs and services offered by the library. The trustees acknowledged the work the staff does in making the library the great place it is. The meeting ended at 7:05 pm.

**Regular Meeting**

*Call to order*

President Fulmer called the meeting to order at 7:06 p.m.

Salutation to the United States Flag

Correspondence folder circulated amongst the Board.

*Staff Reports*

Joyce Latham, OCPL Director spoke to the Board and highlighted the training and experience she brings to OCPL.

Pam Sprague

- News clippings
- Pictures of the Past Program featuring historic photographs of the Central New York region Thursday, December 9 at 7 pm
- Tuesday Night Movies during December showing recently-released feature films
- Library will participate in the Village's 175<sup>th</sup> Anniversary in June 2005
- Library staff members are participating in the Relay for Life fundraiser to benefit the American Cancer Society in June 2005

*Consent Agenda*

Approval of November 3, 2004, Regular Board Meeting Minutes

Approval of Monthly Bills for November

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

*Reports to the Board*

Treasurer's report

The Board received copies of the September expenditure and revenue report from the school district. Dunstone reported on the library's financial status.

#### Director's report

- Article in the journal of the Library Administration and Management Association about Dorothy Morgan
- Staff Development Day that was held on November 11 was very successful. The Board received copies of the evaluation summary
- Upcoming conferences: American Library Association's Mid-winter in January in Boston, Annual in June in Chicago, and the Public Library Association's Annual in 2006 in Boston.
- Dailey informed the Board of a phone call she received from a reporter from the Post Standard asking for information about library fines. Discussion followed regarding the collection services the library is participating in with OCPL. A policy for borrowers use of library cards that have fines will be discussed at the January Board Meeting.
- A draft survey, part of the review of the library's Long Range Plan, was distributed to each trustee. The survey is still being refined. It should be ready for distribution in January.
- Legislative Breakfast December 3.
- Joyce Latham is interested in establishing an OCPL Library Foundation and is looking for suggestions from Board Members or volunteers that could help.

#### *Items for discussion and action*

##### Community Comment Meeting

Fulmer thanked Terry Cook for coming to the meeting.

##### Review of revised draft budget 2005-06

The Board received three variations of preliminary draft working documents for review. Discussion on the proposed budget will continue at the January Board Meeting.

##### Use of Fund Balance

The Board received a proposed plan that divided up the existing fund balance into designated funds through 2007. Included was additional information about the Interior Improvements Project with costs attached. The Board will meet at 6:30 pm on January 5, 2005, prior to the regular Board Meeting for a walk-thru in the area Dailey has identified.

##### Review of lighting proposal

The Board received a lighting proposal summary that included costs for materials and installation from Power Management Company. The proposal showed substantial energy savings as well as improvements in the lighting levels and reductions in maintenance expense. The report will be discussed in more detail at the January Board Meeting.

##### Review of the Facility Use Policy

The policy will be reviewed for First Reading in January. The Board requested additional information that will help them understand inclusiveness, limitations, and the rights of individuals and groups to use the meeting rooms as part of a program of service.

##### Surplus Items

Ward moved and Spado seconded to approve the surplus list as submitted.

On the motion: 4 ayes, 0 nays; motion carried

*Board Forum*

The Library Director's evaluation will be held in February.

*Adjournment*

Ward moved and Spado seconded the Board adjourn the meeting. All were in favor.  
President Fulmer adjourned the meeting at 8:10 pm

Respectfully submitted,

A handwritten signature in black ink that reads "Dorothy Morgan". The signature is written in a cursive style with a large, prominent 'D' and 'M'.

Dorothy Morgan  
Clerk to the Board of Trustees

**Next Regular Board Meeting: Wednesday, January 5, 2004, beginning at 6:30 pm  
for a walk thru of the first floor public area.**