



MINUTES
BOARD OF TRUSTEES MEETING
April 4, 2018
Carmen Community Room

Trustees present: Spadafore, Budmen, Gutierrez, Hewitt, Hluchyj, MacLaughlin, Schapley.
Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St. Leger, Clerk to the Board
Others: Staff and Community Members

REGULAR MEETING

A. CALL TO ORDER

President Spadafore called the regular meeting to order at 6:30 p.m.

B. SALUTE TO THE FLAG

C. CORRESPONDENCE: Handmade note card from the Seniors at Morgan Square Apartments offering their appreciation for Librarian Griffith and staff who provide regular book deliveries for those who have trouble getting to the library.

D. AGENDA CHANGES: Item G5 will move up in the agenda to take place after E. Consent Agenda. Shapley made a motion and Hluchyj seconded the agenda change. All were in favor.

E. CONSENT AGENDA

1. Approval of March 7, 2018 Regular Meeting Minutes.
2. Approval of Monthly Bills for March.

Budmen made a motion and Hluchyj seconded to approve the Consent Agenda. All were in favor.

G. ITEMS FOR ACTION AND DISCUSSION

5. Director's Budget Proposal.

There was a brief discussion of the proposed budget. A public hearing will be held on Wednesday, May 2, 2018 at 6:30pm.

MacLaughlin made a motion to accept the budget and Hewitt seconded. All in favor. Motion carries.

F. REPORTS TO THE BOARD

1. Staff Report – Amanda Schiavulli, Children and Family Services Coordinator shared her background with the board, and said her co-workers have been very welcoming. Schiavulli is looking forward to working in one location since there were many locations in her previous position that required a great deal of travel. Wisniewski shared with the board that Schiavulli has a great deal of experience with summer reading and summer learning programs. The board had a brief discussion with Schiavulli and welcomed her to the staff.

2. Financial Report

- Morgan provided an update to the board regarding the current year revenue and expense statements and a forecast of expected expenses and revenues.
- Trustees received bank statements for December 2017 and January 2018.

- Morgan asked the board to consider a resolution to allow the Business Manager to make interfund transfers. There was a discussion regarding the resolution which will be considered at a future date.

3. President's Report

- Spadafore stated he is grateful to those who reached out to state leaders regarding library funding. The State budget includes an increase in library funding for the first time in 2 years. Funding for capital projects is included. Despite the cumbersome and lengthy process to acquire funding for capital projects, LPL should make every effort to apply for state funds.
- Spadafore thanked Assistant Director Reckhow for the anecdotes from staff. These anecdotes from our patrons put a face on everything we do here, and should be included in the budget flyer. One patron stated if there was a snowstorm and she was snowed in, then this is the place (LPL) where she would want to be. Another patron needed help faxing ad was so grateful they returned with cider and donuts for the staff.
- Spadafore attended Tom Henry's program on Vietnam. Mr. Henry always does a great job, and prepares so well; he is a great presenter. There were a few Vietnam vets in attendance, and their presence was touching. Spadafore thanked Librarian Assistant Hibbert for the a job well done with program planning.

4. Director's Report

- The Lobby Book sale brought in \$2,001.25 in March, while the wishing well had \$34.43. The gift shop sales totaled \$98.50, the donation box contained \$70.98 which includes \$17.00 in donations from patrons attending movies. Passport photos generated \$160.
- Wisniewski agreed with Spadafore that the anecdotes are wonderful, and are important for the staff to share with their co-workers. There has already been discussion with Communications staff regarding ways to use the stories.
- We received a CLRC grant to digitize the Liverpool School Yearbooks in the collection which goes back to 1909. Depending on copyright caveats we may be able to digitize up to 1977.
- The Annual Update Document (AUD) has been submitted to the Comptroller's office, and will have to be done annually now that we are not included in the LCSD audit.
- A Liverpool Central School District Engineer was on site to measure the public rest rooms which are due to be renovated as part of the LCSD phase 4 project. There is no timetable set for the project.
- LPL will pilot circulation of NYS Empire Park passes which are now a card instead of a vehicle window sticker. We are very excited about adding this to our lucky day collection. We are in discussions with Onondaga County Parks to do something similar with county facilities.
- Wisniewski shared a concept diagram from Ashley McGraw architects of the library's first floor renovation. There was a discussion of the ideas and layout in this first blush proposal. The plan provides a lot to think about, but in general Wisniewski is pleased with the atmosphere it creates. We conducted a survey of library patrons in conjunction with the Community Link Program at SU and the comments that kept coming back to us is the patrons want quiet areas.

5. OCPL Report:

- There are three key positions in administrative services that remain open.
- The County has given approval to fill a Clerk I position for the sorting area with the hope of resolving lingering delivery issues. Some issues have been resolved by color coding the sorting by routes.
- All County Libraries, including LPL, are collecting old flags for the Memorial Day Watchfire at the NYS Fairgrounds.

G. ITEMS FOR ACTION AND DISCUSSION

1. Privacy Policy for First Reading.

Gutierrez made a motion and Hluchyj seconded to approve the policy for first reading. There was a brief discussion on the 2014 amendments. All were in favor. Motion carries.

2. Surplus Materials

Budman made a motion Schapley seconded to approve the disposal of surplus materials. All in favor. Motion carries.

3. Personnel

Gutierrez made a motion and Hewitt seconded to approve the personnel changes as presented.

RETIREMENT				
First Name	Last Name	Position	Pay Grade	Effective Date
Stephanie	Zwolinski	Systems Librarian	13	04/28/2018

APPOINTMENTS				
First Name	Last Name	Position	Pay Grade	Effective Date
Valerie	Knoop	Librarian Assistant	8	04/02/2018
Maggie	Foster	Librarian II	12	04/23/2018

All were in favor. Motion carries.

4. Summer Reading Fine Amnesty

MacLaughlin made a motion and Budmen seconded to approve the Summer Reading Fine Amnesty. All were in favor. Motion carries.

H. OPEN FORUM: no comments

I. BOARD FORUM:

- MacLaughlin inquired about the status of active shooter training. Wisniewski responded we have talked with one of the training officers, and we will be able to do more than one session and will not have to close for the training. The Board continued a brief discussion regarding safety training.
- Hewitt extended an invitation to the board to attend a tree planting in celebration of Arbor Day on Friday, April 20, 2018 at 9:30am at Liverpool Elementary and 4th Street. Wisniewski stated the library will once again give away Tulip Tree Seedlings on April 27th. The library will be doing a display on tree identification and habitats.
- President Spadafore wished to mark the 50th anniversary of Martin Luther King’s death. Spadafore spoke about Dr. King’s importance to this nation, and his leadership. This is a day to remember Dr. King’s vision for this nation is about who we want to be as a nation, and as a community.

J. EXECUTIVE SESSION –

Spadafore stated the need for an executive session to discuss a legal matter with no action to follow. Budmen made a motion and Hluchyj seconded to move into executive session for the previously stated matter. All were in favor. Wisniewski and Morgan were asked to attend. The board moved into executive session at 7:18 p.m. with no action to follow.

Shapley made a motion to return from executive session at 7:44 p.m, seconded by Hluchyj. All were in favor.

K. ADJOURNMENT

Gutierrez made a motion to adjourn and Hewitt seconded. All were in favor. The meeting was adjourned at 7:44 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board