



MINUTES
BOARD OF TRUSTEES MEETING
April 8, 2020
Held via Zoom Cloud Conferencing

Trustees present: Baker, MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj, and Schapley.
Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; S. Smith, Admin. Asst.;
M. St. Leger, Clerk to the Board
Others: Staff and Dorothy Morgan, Consultant

REGULAR MEETING

A. CALL TO ORDER

President Baker called the regular meeting to order at 6:34 p.m.

B. SALUTE TO THE FLAG

C. ACCEPT MARCH MEETING MINUTES

D. CORRESPONDENCE: none

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget Status Report through March. These reports were previously distributed electronically.
- Bank Statements through December 2019 with balance reconciliations from LCSD were received and reviewed by the library's business office. The bank statements from Chase and Key are received by LCSD District Treasurer with the reconciliations being done by LCSD Account Clerk. The statements were on hand if called upon for Board review.
- MacLaughlin reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated March 11, 2020 through April 8, 2020. The Board also authorized account transfers.

Budmen seconded the motion.

Aye: Baker, MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj, Schapley.

Final Resolution: Motion Carried

- 2. President's Report:** Baker thanked the Director for taking care of the library and staff during these unusual times. In addition Baker stated that Wisniewski has done an excellent job communicating with the board.

3. Director's Report

- Wisniewski thanked the board for all their support. She also thanked her fabulous staff who are working at home and continue to engage with patrons via social media and maintain a library presence in the community. She is in awe of those who are also taking care of elderly relatives, or trying to educate their children during this time. Small staff groups have been meeting through the aid of online meetings. The goal is to have a full staff meeting (electronically) within the next week.
- Wisniewski is a member of the 'Next Steps' committee with OCPL and other member libraries to prepare for reopening the library. It is unlikely the doors can be opened to the public as usual when the order is lifted. Therefore the committee is planning for a consistent opening plan.
- Governor Cuomo has extended the date that schools will remain closed to April 29.

4. OCPL Report: Onondaga County has had to furlough part time employees including 82 part time employees from OCPL.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

RESIGNATION

Name	Position	Effective Date
Doyle, Samuel	Page (PT)	3/4/2020
Perry-Gary, Shontavia	Library Clerk I (PT)	3/5/2020
Highfield, Heather	Systems Librarian	4/10/2020

APPOINTMENTS

Name	Position	Salary	Start Date
Marasco, Daniel	Supervisor of Security	\$21.97 p/h	3/23/2020

Motion to accept the personnel changes as presented by MacLaughlin, second by Budmen.

Aye: Baker, MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj, Schapley.

Final Resolution: Motion Carried

2. Circulation Policy for Second Reading and Final Approval.

Motion to accept the policy for Second Reading and Final Approval by Hluchyj, second by Budmen.

Aye: Baker, MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj, Schapley.

Final Resolution: Motion Carried

3. Emergencies in the Library Policy for Second Reading and Final Approval.

Motion to accept the policy for Second Reading and Final Approval by MacLaughlin, second by Budmen.

Aye: Baker, MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj, Schapley.

Final Resolution: Motion Carried

4. Open Forum Policy for Second Reading and Final Approval.

Motion to accept the policy for Second Reading and Final Approval by Gouger, second by Budmen.

Aye: Baker, MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj, Schapley.

Final Resolution: Motion Carried

5. Director's 2020-2021 Budget – Final Draft

The Trustees discussed the final draft of the 2020-2021 budget. The board decided to delay approval of the budget in light of the delayed school board voting which will not be held before June 1, 2020.

H. OPEN FORUM: none

I. BOARD FORUM: MacLaughlin inquired about notification to the public of the monthly board meeting.

Notices were put on the doors of the library and on the website that included an email address to request access to the meeting.

J. EXECUTIVE SESSION –

Baker stated the need for an executive session to discuss a Legal Matter with action to follow.

Budmen made a motion and Schapley seconded to move into executive session at 7:17 p.m. with no action to follow for the previously stated matter.

Aye: Baker, MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj, Schapley.

Final Resolution: Motion Carried

Wisniewski, Reckhow, Smith and Morgan were asked to attend.

Gouger made a motion to return from executive session at 7:58 p.m., seconded by Budmen.

Aye: Baker, Baker, Budmen, Gouger, Hewitt, Hluchyj.

Final Resolution: Motion Carried

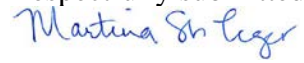
Schapley made a motion to change the date of the May LPL Board of Trustees Meeting to Wednesday, May 13 at 6:30pm. The meeting will begin with a public hearing of the library's 2020-2021 budget followed by the regular monthly meeting. Hluchyj seconded the motion.

Aye: Baker, MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj, Schapley.

Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 8:03 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board