



MINUTES
BOARD OF TRUSTEES MEETING
August 8, 2018
Carmen Community Room

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

REORGANIZATIONAL MEETING 2018-2019

A. CALL TO ORDER

Vice President Gutierrez called the reorganizational meeting to order at 6:30 p.m

B. SALUTE TO THE FLAG

C. OATH OF OFFICE: The Oath of Office was administered by Vice President Gutierrez to Denise Baker

D. ELECTION OF OFFICERS: Schapley and Budmen representing the Nominating Committee presented the following slate of officers and appointments for 2018-2019:

President: Dorianne Gutierrez

Vice President: Don MacLaughlin

Secretary: Mary Schapley

Budmen made a motion and Hluchyj seconded to approve the slate of officers as presented. All were in favor. Motion Carries

E. ADOPT 2019 ANNUAL CLOSING CALENDAR

Hewitt made a motion and Budmen seconded to adopt the 2019 Annual Closing Calendar as presented. All were in favor. Motion Carries

F. DESIGNATE MEETING DAYS

Hluchyj made a motion and Baker seconded to hold the board meetings at 6:30 p.m. on the second Wednesday of every month unless otherwise noted.

All were in favor. Motion Carries

G. SET PETTY CASH-ON-HAND AMOUNT

MacLaughlin made a motion and Budmen seconded to set the petty cash-on-hand amount at \$100 administered by the Business Manager.

All were in favor. Motion Carries

H. SET MILEAGE REIMBURSEMENT RATE: The standard mileage rate for the use of a car (also vans, pickups or panel trucks) will be 54.5 cents per mile for the calendar year 2018. The standard mileage rate is likely to change on January 1, 2019.

Schapley made a motion and Hluchyj seconded to set the reimbursed mileage rate equal to the current business rate as determined and posted by the Internal Revenue Service.

All were in favor. Motion Carries

I. APPROVAL OF SALARY SCHEDULE: Civil Service Requirement

MacLaughlin made a motion and Hewitt seconded to approve the Salary Schedule as presented. All were in favor. Motion Carries

J. TRUSTEE AND ADMINISTRATOR POLICY AFFIRMATION AND DISCLOSURE
STATEMENT: Annual Conflict of Interest Policy

All Board Members and the Library Director were provided with the Conflict of Interest Policy and completed Conflict of Interest statements.

K. ADJOURNMENT

MacLaughlin made a motion and Baker seconded to adjourn the Reorganizational meeting at 6:37pm

REGULAR MEETING

A. CALL TO ORDER

President Gutierrez called the regular meeting to order at 6:38 p.m

B. CORRESPONDENCE:

- Letter from the Community Foundation accepting our Richberg application.
- Letter from Centro regarding Bus Routes to more than 20 libraries
- Catherine McKee obituary family requested donations to LPL.

C. AGENDA CHANGES: none

D. CONSENT AGENDA

1. Approval of July 11, 2018 Regular Meeting Minutes
2. Approval of Monthly Bills for July
3. Transfers

Schapley made a motion and Baker seconded to approve the Consent Agenda.
All were in favor. Motion Carries

E. REPORTS TO THE BOARD

1. Financial Report

- Dorothy Morgan provided a report on the financial status of the library through the end of the 2018-19 fiscal year. Discussion followed regarding transaction fees paid to Onondaga County Public Library. Morgan confirmed we receive quarterly invoices with documentation for the Polaris software. The library catalog is in Polaris, and a transaction would include each time a book is checked out.

2. President's Report

- No report.

3. Director's Report

- The streamlined Lobby Book sale brought in \$1,606.23 in July. The wishing well contained \$61.72, gift shop purchases totaled \$96.35. The donation totaled \$99.86, patrons attending movies donated \$10.60, and Passport photos generated \$110 in revenue.
- We received notification from the CNY Community Foundation that the Richberg Grant application was accepted. We will move forward with literacy project.
- Catherine McKee recently passed away and her family asked for donations in her memory be sent to Liverpool Public Library.

- A reminder about the Book Sale in September. Fliers are available to be shared with friends and neighbors who may wish to volunteer. We are encouraging more volunteer participation this year.
- Last week we received the Indoor Air Quality Test report from CSEA that was conducted in March as a result of the smoke generated at 304 Tulip St. The report indicated there is nothing of concern with the indoor air quality. They did make some minor recommendations which we will follow up with, but it's a closed issue for now. We have gone above and beyond to do everything possible with the smoke situation.
- We had a meeting with representatives from the Architect Firm as we move forward with the first-floor renovations. We discussed how to keep the library open during the renovation. Unbeknownst to us, the Children's bathroom has been added to the phase 4 LCSD Public Bathroom Renovations. We do not know the timeline of that project yet or what impact it will have on our renovations.
- Trustee Budmen offered a tour of the newly renovated Chestnut Hill School Library which was done by the same architect firm who will lead the library renovations.

4. OCPL Report:
- No July Meeting

F. ITEMS FOR ACTION AND DISCUSSION

1. Program Policy for First Reading
MacLaughlin made a motion and Hluchyj seconded to approve the policy for first reading. All were in favor. Motion carries.
2. Volunteer Policy for First Reading
Hluchyj made a motion and Baker seconded to approve the policy for first reading. All were in favor. Motion carries.
3. Surplus Furniture and Equipment Policy for First Reading
Schapley made a motion and Budmen seconded to approve the policy for first reading. All were in favor. Motion carries.
4. Personnel Changes

RESIGNATIONS				
First Name	Last Name	Position	Pay Grade	Effective Date
Maureen	Folk	Library Page (part-time)	1	8/10/2018

Baker made a motion and Hewitt seconded to accept the changes as presented. All were in favor. Motion carries.

- G. OPEN FORUM: Mark Bialczak, a member of the library staff responded to the CSEA Air Quality Report and was glad to hear there were no health issues. He did say there is still an issue regarding the smell and working conditions because of the smoke that comes into the building. There was further discussion with the board regarding what the next step should be. The board is open to suggestions regarding what to do next.

H. BOARD FORUM:

- Schapley shared some comments from a friend who is a constant reader and finds the website is not user-friendly. Schapley was asked to provide specifics from her friend to help determine which aspect is not user-friendly so that we can investigate since the problem may be with the Polaris catalog, and not the LPL website.
- Budmen described the many treasures in Liverpool and let everyone know that Liverpool would be highlighted on CNY Central this week. Budmen also talked about one of the hidden treasures of the LPL Staff, Deanna McGregor. McGregor did a phenomenal job coordinating the Best Buy Geek Squad for the second year in a row. Budmen said McGregor is masterful with her accomplishments but does not look for attention or credit. The Best Buy grant has an 80-thousand-dollar value, and they have nothing but great things to say about working with the Liverpool staff. Liverpool is only 1 of 2 sites in NY State, and has been rated as one of the top 5 sites in the nation by the Best Buy employees. McGregor should be credited for her efforts.
- Baker thanked her fellow board members for the warm welcome and looks forward to working with everyone.

I. EXECUTIVE SESSION –

Gutierrez stated the need for an executive session to discuss a personnel matter. Budmen made a motion and Baker seconded to move into executive session for the previously stated matter. All were in favor. Morgan were asked to attend. The board moved into executive session at 7:18 p.m. with action to follow.

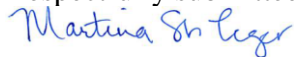
Schapley made a motion to return from executive session at 7:35p.m, seconded by Baker. All were in favor.

Baker made a motion seconded by MacLaughlin to give Wisniewski a 2% salary increase effective July 1, 2018. All were in favor. Motion carries.

J. ADJOURNMENT

Hewitt made a motion to adjourn and Schapley seconded. All were in favor. The meeting was adjourned at 7:42 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board