



**MINUTES  
BOARD OF TRUSTEES MEETING**

**August 14, 2019**

**Meeting Room at Village of Liverpool Hall, 310 Sycamore St., Liverpool**

**Trustees present: Baker, MacLaughlin, Budmen, Hewitt, and Shapley**

**Trustees absent: Hluchyj**

**Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St.Leger, Clerk to the Board**

**Others: Staff**

**REGULAR MEETING**

**A. CALL TO ORDER**

President Baker called the regular meeting to order at 6:31 p.m.

**B. SALUTE TO THE FLAG**

**C. CORRESPONDENCE:**

- Letter of thanks to LPL Staff who worked on the recent Geek Squad Academy Grant
- Notification from Assemblyperson Hunter regarding a \$5,100 construction grant award.

**D. AGENDA CHANGES: none**

**E. REPORTS TO THE BOARD**

**1. Financial Report**

- The Board received two sets of Budget Status Reports. One dated August 7 that shows expenditures and revenues for 2018-19 fiscal year end. The current 2019-20 dated August 5, 2019 shows expenditures and revenues to date. These reports were previously distributed electronically.
- Bank Statements through May 31, 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 Carol Mathews with the reconciliations being done by LCSD's Michelle Stanton. Both these statements were on hand if called upon for Board review.
- There were no cash flow reports reported by LCSD's Treasurer since the last one received for April 30, 2019.
- GASB 75 has been completed by the Business Manager. MacLaughlin commented that completing the GASB 75 was a big undertaking and thanked Smith for her efforts.
- Time was taken by each Trustee to review, audit, and approve all invoices. Hewitt reviewed each invoice and corresponding account code prior to the meeting.

Motion by Budmen to Approval of Bills dated July 11, 2019 through August 14, 2019.

Second by MacLaughlin.

Aye: Baker, MacLaughlin, Budmen, Hewitt, Shapley.

Final Resolution: Motion Carried

**2. President's Report: no report**

**3. Director's Report**

- July Cash Revenues: Lobby Book Sale = \$112.00 Gift shop total = \$21.90  
Passport photos = \$10 Fines: \$488.97 Gifts/Donations = \$294  
Donation Box = \$5 Wishing well = \$17.76

- Wisniewski provided an update on the first-floor renovations which are on schedule. To date the change orders have amounted to approximately \$13,000. Changes included a window replacement in the new circ workroom, disposal of old network and phone cables in the walls and ceilings, and an additional power box in the collaborative room.
- An update on the ransomware attack: Polaris is up and running, which means items can be checked in or out, and holds may be placed. Staff must notify patrons of their holds since the automatic notification is not working. MediaBank and some databases are not functional yet because of issues with authentication. Currently, Inter-library loans cannot be processed.
- Insero will be onsite beginning August 26 to perform the annual audit.
- The library is required to submit a proposal to the CNY Community Foundation documenting how it plans to utilize the annual distribution from the *Alfred W. Richberg Fund for Liverpool Public Library*. This year's request will go towards the purchase of face out picture book shelving.

Motion to authorize the Director to submit the Richberg Grant Proposal by Budmen, second by MacLaughlin.

Aye: Baker, MacLaughlin, Budmen, Hewitt, Shapley.

Final Resolution: Motion Carried

#### 4. OCPL Report:

- Janet Park is retiring end of August and Dawn Marmor has been appointed Interim Director. There are a number of candidates for the Executive Director position and interviews should begin in the near future.

## F. ITEMS FOR ACTION AND DISCUSSION

### 1. Approve Meeting Minutes

Motion to approve the July 10, 2019 Meeting Minutes by Shapley, second by Hewitt.

Aye: Baker, MacLaughlin, Budmen, Hewitt, Shapley.

Final Resolution: Motion Carried

### 2. Personnel Changes

#### APPOINTMENTS

Name	Position	Salary	Start Date
Monroe, Eddie	Custodial Worker I (PTAN)	\$12.50 p/h	8/12/2019

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

Aye: Baker, MacLaughlin, Budmen, Hewitt, Shapley.

Final Resolution: Motion Carried

### 3. Code of Ethics and Conflict of Interest Policy for First Reading.

Motion to accept the policy for first reading by MacLaughlin, second by Budmen

Discussion followed.

Aye: Baker, MacLaughlin, Budmen, Hewitt, Shapley.

Final Resolution: Motion Carried

### 4. Emergencies in the Library Policy for First Reading.

Motion to accept the policy for first reading by Hewitt, second by Shapley.

Aye: Baker, MacLaughlin, Budmen, Hewitt, Shapley.

Final Resolution: Motion Carried

### 5. Borrower Cards Policy for First Reading.

Motion to accept the policy for first reading by Shapley, second by Hewitt.

Aye: Baker, MacLaughlin, Budmen, Hewitt, Shapley.

Final Resolution: Motion Carried

G. OPEN FORUM: nothing

H. BOARD FORUM:

Budmen relayed to the board how successful this years' Geek Squad Academy was thanks in large part to Librarian McGregor for all her hard work. A representative from BOCES and some LCSD Board and Staff Members stopped by and could see the success of the program. There is already discussion to have more involvement from the school district and BOCES next year.

I. EXECUTIVE SESSION –

Baker stated the need for an executive session to discuss Personnel Matters pertaining to the board vacancy and accruals with possible action to follow.

MacLaughlin made a motion and Budmen seconded to move into executive session for the previously stated matter. All were in favor.

Wisniewski Morgan and Smith were asked to attend.

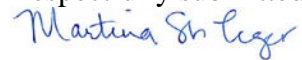
The board moved into executive session at 7:23 p.m. with possible action to follow.

Budmen made a motion to return from executive session at 8:32 p.m, seconded by Hewitt. All were in favor.

J. ADJOURNMENT

Budmen made a motion to adjourn and MacLaughlin seconded. All were in favor. The meeting was adjourned at 8:33 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board