



MINUTES
BOARD OF TRUSTEES MEETING
February 14, 2024
Carman Community Room

Trustees present: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood
absent: Hluchyj

Staff: S. Reckhow, Director; A. Borelli, Assistant Director; S. Smith, Business Manager;
C. Reynolds, Clerk to the Board

REGULAR MEETING

A. CALL TO ORDER

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

B. SALUTE TO THE FLAG

C. ACCEPT JANUARY MEETING MINUTES

D. CORRESPONDENCE:

E. AGENDA CHANGES:

Motion made by Budmen to move up Open Forum. Motion seconded by Wood.

Budmen request Library Director Evaluation draft (2/14) be added to the March agenda.

F. OPEN FORUM: Dan Henner, Superintendent of Liverpool Schools

- Superintendent Henner spoke briefly about the upcoming LCSD Capital Project vote. The beautification and infrastructure upgrades will come at no additional cost to taxpayers. The Capital Project vote will take place on 3/14/24 from 6 a.m. to 9 p.m. in the Wetzel Road Elementary gym.

G. REPORTS TO THE BOARD

1. Staff Report– none

2. Financial Report

- The Board received the Revenue Status Report and Budget Status Reports through December 2023 electronically prior to the meeting.
- Bank Statements through January 2024 with balance reconciliations from LCSD were received and reviewed by the library's business office. The bank statements are received by the District Treasurer and reconciled by the school district Account Clerk. All statements are available if called on for Board review. The November 2023 District Treasurers report is available for review.
- The Board reviewed February Budget transfers
 - Budmen made a motion to approve account transfers. Hewitt seconded the motion.
 - Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.
 - Final Resolution: Motion Carried
- The Independent Claims Auditor reviewed each invoice for the period of January 11, 2024, through February 14, 2024.
 - McLaughlin made a motion to authorize payment of the audited invoices. Hewitt seconded the motion.
 - Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.
 - Final Resolution: Motion Carried

3. President’s Report: Gouger reminded the Trustees to complete the required 2 hours of training.

4. Director’s Report

- LPL Communications Department has redesigned our program guide to include articles about different services. “The LPL Connection” also allows for more pictures and events.
- The LPL mobile app was released as a “soft launch” to allow staff to test it out and provide feedback.
- Community Engagement staff members C. Hibbert and E.Osmanovic received a NYS Humanities Grant for a true crime book discussion series with retired Onondaga County Medical Examiner Mary Jumbelic.
- Asst. Director Borelli finalized an application for CLRC’s Catalyst Grant for LPL Artist in Residence.
- February book sale went smoothly and efficiently with over 500 people coming through the door.
- Mechanical Energetics STEM Camp is taking place over February break. This three-day camp will include STEM field activities and speakers.

5. OCPL Report: no report

6. Trustee Advisory Council: no report

7. Strategic Planning:

- All surveys and background research are done.
- The consultants met with the leadership team to look at staff assessment results.
- The consultants finished the focus group meetings, both small group and one on one interviews.
- A Board retreat with the consultants is scheduled for Saturday, March 2, 2024. Staff retreat follows on Monday, March 4, 2024.

H. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

	Name	Position	Salary	Effective Date
Promotion	Reynolds, Colette	Administrative Assistant		02/06/2024
Retirement	St. Leger, Martina	Administrative Aide		01/27/2024
Retirement	McGregor, Deanna	Librarian II		03/15/2024
Retirement	Siegal, Elizabeth	Librarian I		03/15/2024
Retirement	Withers, Virginia	Librarian I		03/15/2024
Resignation	Marasco, Daniel	Supervisor of Security		02/06/2024
Roster Changes				

Remove the following position- Supervisor of Security

Motion by Mainville to accept the Personnel Changes as presented second by Budmen.

Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

2. Surplus List

ID#	Date Acquired	Item Description	Reason for Surplus
23433	2/15/2014	Computer, iMac 21.5” 8GB, 1TB	Old, will not support current operating system
23461	4/30/2015	iMac, 21.5in, Nvidia GeForce GT750M 16GB Ram	Old, will not support current operating system

23493	7/15/2016	Apple iMac, 21.5", 3.3GHz Quad-core Intel i7, 16GB	Old, will not support current operating system
23517	5/29/2017	Apple iMac, 21.5", 3.3GHz Quad-core Intel i7, 16GB	Old, will not support current operating system
23542	6/01/2017	Dell Optiplex 7440 AIO	Old, will not support current operating system
23547	6/01/2017	Computer, iMac 21.5", 2.8GHz, 16GB	Old, will not support current operating system

Motion by Wood to accept the surplus list second by McLaughlin.

Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

3. Internet Use Policy for second reading and final approval

Motion to approve the policy for second reading and final approval by Budmen second by Hewitt.

Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

4. LPL Computers & Networks: Employee Use Policy for second reading and final approval

Motion to approve the policy for second reading and final approval by Wood second by Budmen.

Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

5. Director's 2024-2025 Budget – Second Draft

The Trustees discussed the trends and needs for each budget line. Trustees are comfortable with the proposed budget. Final budget vote to be added to March agenda.

I. BOARD FORUM: Trustees shared and discussed favorite books that speak to them.

J. ADJOURNMENT: The meeting was adjourned at 7:51 p.m.

Respectfully submitted,

Colette Reynolds, Clerk to the Board