



BOARD OF TRUSTEES MEETING
Wednesday, December 14, 2022, at 6:30 p.m.
Carman Community Room

REGULAR MEETING

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT NOVEMBER MEETING MINUTES
- D. CORRESPONDENCE
- E. AGENDA CHANGES
- F. REPORTS TO THE BOARD
 - 1. Financial Report -
 - a. Approval of Invoices for November 10, 2022, through December 14, 2022
 - 2. President's Report
 - 3. Interim Director's Report
 - 4. OCPL Report
 - 5. Trustee Advisory Council
- G. ITEMS FOR ACTION AND DISCUSSION
 - 1. Personnel Changes
 - 2. Patron Code of Conduct Policy for Second Reading and Final Approval
 - 3. Handbook changes
 - 4. Preliminary Budget Discussion
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION – *Board may have the need to enter Executive Session.*
- K. ADJOURNMENT



**MINUTES
BOARD OF TRUSTEES MEETING**

**November 12, 2022
Carman Community Room**

Trustees present: Gouger, Hluchyj, Baker, Budmen, Hewitt, McLaughlin.

**Staff: S. Reckhow, Interim Director; S. Smith, Business Manager; M. St.Leger, Clerk to the Board,
K. Jensen, Communications Specialist; D. McGregor, Outreach Coordinator**

REGULAR MEETING

- A. CALL TO ORDER: President Gouger called the meeting to order at 6:30 p.m.
- B. SALUTE TO THE FLAG
- C. ACCEPT OCTOBER MEETING MINUTES
- D. CORRESPONDENCE: none
- E. AGENDA CHANGES: Gouger requested the Executive Session be moved up on the agenda and will be held after Action Item G, 2.
- F. REPORTS TO THE BOARD
 1. Staff Report – Deanna McGregor
 - McGregor gave a presentation on the tech van which was made possible with a grant funded by the American Rescue Plan Act administered through the Central New York Library Resources Council.
 2. Financial Report
 - The Board received the Budget Status Reports through October 2022. These reports were previously distributed electronically.
 - Bank Statements through June 2022 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.
 - There was discussion regarding the tax revenue overage collected by LCSD. The board stated they would prefer the amount be placed in an interest-bearing reserve account as presented by LCSD at the September 2022 BOT Meeting.
 - The Independent Claims Auditor reviewed each invoice for the period of October 13, 2022, through November 9, 2022.
 - Budmen made a motion to authorize payment of the audited invoices and approve account transfers, second by Hluchyj.
 - Aye: Gouger, Baker, Budmen, Hewitt, Hluchyj, McLaughlin.
 - Final Resolution: Motion Carried
 3. President's Report: McLaughlin was appointed as Board Secretary to replace Schapley.
 4. Interim Director's Report
 - Reckhow gave the board an update on the phone service which was fully restored by Verizon on October 18th.
 - The Hearing loops were installed last month in the Carman Community Room and The Sargent Meeting Room. Installation of the hearing loops at the service desks will be completed this week.

Hearing Loops Unlimited will give a presentation to staff on how the system works at the November staff meeting.

- One of the rooftop HVAC unit is failing, and a repairs are expected to be completed in the next few weeks. A crane will be used to lift the unit onto the roof and may disrupt garage access for a short time.
- The Haunted Garage was a wonderful success and a great community effort with many volunteers.
- In person staff meetings resumed in October with a focus on fire prevention and safety.
- There was a brief discussion on the statistics of lost books comparing the number missing while there were still fines and the number missing since fines have been removed.
- Reckhow recommended the board reconsider the \$35 fee charged to patrons who live outside Onondaga County followed by discussion.

Motion by Baker to suspend the Non-Resident Library Card Fee for Liverpool Public library patrons who reside outside of Onondaga County effective November 10, 2022 second by Budmen.

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

Final Resolution: Motion Carried

- Reckhow and Budmen were invited to LCSD for a presentation which included a representative from Micron. Discussion followed.
- Reckhow and Budmen updated the board on their recent presentation, along with Joellyn Murry and Katie Jensen, of the 'Pool Pass Student Library Card at the annual NYLA Conference.

5. OCPL Report: No report

6. Trustee Advisory Council: No update

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

PROMOTION

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Osmanovic, Edina	Librarian I	\$25.28 p/h	11/21/2022

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

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

Final Resolution: Motion Carried

2. Patron Code of Conduct Policy for First Reading

Motion to approve the patron code of conduct policy for first reading by Hluchyj second by Baker.

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

Final Resolution: Motion Carried

H. EXECUTIVE SESSION –

Gouger stated the need for an executive session to discuss a legal matter with no action to follow. Budmen made a motion and Hewitt seconded to move into executive session at 7:39 p.m. for the previously stated matter.

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

Final Resolution: Motion Carried

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

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

Final Resolution: Motion Carried

3. Management Agreement effective July 1, 2022, through June 30, 2023

Gouger made a motion to rescind the motion made at the October meeting accepting the management agreement. Hewitt seconded the motion.

Aye: Gouger, Baker, Budmen, Hewitt, Hluchyj, McLaughlin.
Final Resolution: Motion carried.

Hluchyj made a motion to accept the management agreement with the following stipulation as regards item number one; increase the base salary of the person employed as Director from July 1, 2022 until retirement by 3% including payout, and increase the base salary of the Assistant Director, the Administrative Assistant, and the Administrative Aide by 3% effective July 1, 2022. Items two through five are accepted as presented. Motion seconded by Budmen.

Aye: Gouger, Baker, Budmen, Hewitt, Hluchyj, McLaughlin.
Final Resolution: Motion carried.

I. OPEN FORUM: none

J. BOARD FORUM: Budmen thanked the board for participating in the haunted garage. Budmen then gave a brief update on the Bresnahan Book Award which will be held in Spring 2023.

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K. ADJOURNMENT: The meeting was adjourned at 8:09 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board

PERSONNEL CHANGES

APPOINTMENTS

Name	Position	Salary	Effective Date
McCurdy, Melissa	Librarian Assistant	\$22.75 p/h	1/2/2023

RETIREMENT

Name	Position	Effective Date
Casler, Clinton	Custodial Worker	12/29/2022

*PATRON CODE OF CONDUCT
POLICY*

First Reading: 11.09.2022

Second Reading: 12.14.2022

To ensure the Liverpool Public Library remains a safe and welcoming space for all patrons and staff, the Board of Trustees has adopted the following rules and regulations.

Rules of conduct apply to both patron conduct with other patrons and patron conduct with staff members. The rules apply whether the patron is interacting with the library in person, on the telephone, via email, via chat, or in any other capacity.

1. Patrons shall respect the rights of other patrons and Library staff at all times. Patrons shall not interfere with staff or the performance of their duties and shall comply with reasonable staff directives.
2. Any behavior that disturbs the normal functioning of the library and/or creates a disruptive and unsafe environment is not permitted including, but not limited to:
 - Offensive or abusive language or engaging in offensive or abusive behavior
 - Engaging in any behavior or activity that creates an intimidating or hostile environment for others, including other patrons or library staff
 - Touching staff or others in an inappropriate, unwelcome manner
 - Patrons shall not compromise the health and safety of other patrons and staff
 - For reasons of safety and hygiene, patrons must wear shoes or equivalent foot covering, shirts, and pants while in the building and on the premises. Bathing, shaving or any unintended use of the restrooms is prohibited. Library materials may not be taken into the restroom
 - Patrons should not approach other patrons or staff with the intent to convince them of their personal views: religious, political, or otherwise
3. Patrons shall not engage in any illegal activity on library premises including, but not limited to:
 - Possessing, consuming, or being under the influence of alcohol or illegal substances
 - Carrying weapons of any type is prohibited
 - Patrons shall not smoke, vape, or use tobacco, tobacco products, or e-cigarettes within 100' of library property or facility as per Section 1399-O of New York's Public Health Law
4. Solicitation of funds, distribution of literature or promotional material, or sale of goods is forbidden by any person or agency other than the library except by permission of the Library Director.
5. All materials or equipment removed from the library must be checked out with a valid library card. Patrons shall not deface or mar any materials from the library collection; nor shall patrons deface, mar or in any way destroy or damage library furnishings, walls, equipment, or other library property. Patrons shall not attempt to break out of security or regulatory systems on library computers and networks.

6. Patrons using any computers in the library including their own computers must comply with the library's Internet Use Policy.
7. Due to the highly visible nature of all the computer screens in the Children's Room, children using computers in the Children's Room may not have on the screen pictures that are inappropriate for the environment of the Children's Room.
8. Children under the age of 8 and/or vulnerable individuals, are the responsibility of their parents or caregivers and may not be left unattended in the library or on the premises. Vulnerable individual means an individual with physical or cognitive impairment who may be unable to protect themselves from abuse or exploitation, and may not comprehend or be able to comply with library policies.
9. Only service animals are allowed in the building. Animals that are used in a library program, or co-sponsored, are allowed with prior permission of the Library Director.
10. Loitering on library property is not permitted.
11. Patrons may consume food or beverages in designated areas. The library reserves the right to curtail this privilege if it's not in the best interest of the library.
12. The Library is not responsible for personal property. All personal property must remain within the owner's sight and control, and may not create a safety hazard.

Any patron who violates these rules and regulations may be temporarily denied service and/or be required to leave the library premises and be denied the privilege of future access to the library.