



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**December 11, 2024**  
**Carman Community Room**

**Trustees present: Budmen, Heaslip, Hewitt, McLaughlin**  
**absent: Gouger, Mainville, Wood**

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

**REGULAR MEETING**

- A. CALL TO ORDER: President McLaughlin called the meeting to order at 6:29 p.m.
- B. SALUTE TO THE FLAG
- C. ACCEPT NOVEMBER MEETING MINUTES
- D. CORRESPONDENCE: Thank you card from LCSD ENL students
- E. AGENDA CHANGES: Items for Action addition, Personnel Changes
- F. REPORTS TO THE BOARD
  1. Audit Report – Duane Shoen, Insero & Co.
    - Duane Shoen and Matthew Ball reviewed the results of the financial audit with the board for the fiscal year of July 1, 2023- June 30, 2024
    - There are no material instances of noncompliance and no material internal control weaknesses at the financial statement level. Accounting practices are consistent with government auditing standards, and there were no difficulties or areas of concern.
  2. Financial Report
    - The Board received the Budget Status Reports through November. These reports were previously distributed electronically.
    - Bank Statements through July 2024 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.
    - The Independent Claims Auditor reviewed each invoice for the period of November 14, 2024 through December 11, 2024.

Buden made a motion to authorize payment of the audited invoices. Heaslip seconded the motion.

Aye: Budmen, Heaslip, Hewitt, McLaughlin.

Final Resolution: Motion Carried
  3. President’s Report:
    - President McLaughlin thanked board members for completing trainings.
  4. Director’s Report
    - Staff is working with the LCSD on the Bresnahan Awards scheduled for April
    - Second grade library field trip has been planned. This will be funded by the Richberg grant.
    - New civics programming series in development. One focusing on DEI topics, another on sustainability planned for next year.

- Homeschoolers are working with the Pomeroy Foundation to research and create a historical marker for Liverpool.
- Partnership with Onondaga Historical Association on the Voices & Votes exhibition continues. LPL will host book discussions, lectures and programming focused on the story of the Haudenosaunee. Outreach is working on fieldtrips and Youth Services is developing children’s programming in support of this exhibit.
- The ‘Pool Pass project is ready to launch. Virtual library cards will be available to high school students the last week of January and middle school students later in 2025.

5. OCPL Report:

- Dawn Marmor announced her retirement for end of February

6. Trustee Advisory Council: none

G. ITEMS FOR ACTION AND DISCUSSION

1. Corporate Sponsorship & Affiliate Agreement for Second Reading and Final Approval

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

Aye: Budmen, Heaslip, Hewitt, McLaughlin.

Final Resolution: Motion Carried

2. Social Media Policy for First Reading

Motion to approve the policy for first reading by Hewitt second by Heaslip. Discussion followed.

Aye: Budmen, Heaslip, Hewitt, McLaughlin.

Final Resolution: Motion Carried

3. Preliminary Budget Discussion

Trustees discussed their goals for the 2025- 2026 budget with the Business Manager and Director

4. RFP for Early Literacy Mobile

Motion to accept the committee’s recommendation to hire TechOps to manufacture the Early Literacy Mobile by Budmen second by Hewitt.

Aye: Budmen, Heaslip, Hewitt, McLaughlin.

Final Resolution: Motion Carried

Motion to approve use of fund balance for the cost of Early Literacy Mobile purchase by Budmen second by Heaslip.

Aye: Budmen, Heaslip, Hewitt, McLaughlin.

Final Resolution: Motion Carried

5. Personnel Changes

	Name	Position	Salary	Effective Date
Promotion	Reif, Brett	Library Clerk II	\$34,580	11/18/2024

Motion by Hewitt to accept the Personnel Changes as presented second by Heaslip.

Aye: Budmen, Heaslip, Hewitt, McLaughlin.

Final Resolution: Motion Carried

H. OPEN FORUM: None

I. BOARD FORUM:

- Google doc created for board members to sign up for town, village and school district meetings.

- Board members discussed training hours

J. EXECUTIVE SESSION – none

K. ADJOURNMENT: The meeting was adjourned at 7:33 p.m.

Respectfully submitted,

*Colette Reynolds*

Colette Reynolds, Clerk to the Board