



MINUTES
BOARD OF TRUSTEES MEETING
February 10, 2021
Liverpool Public Library and via Zoom, YouTube

Trustees present: Budmen, MacLaughlin, Baker, Gouger, Hewitt, and Schapley

Absent: Hluchyj

Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; S. Smith, Admin. Asst.;

M. St. Leger, Clerk to the Board

REGULAR MEETING

A. CALL TO ORDER

President Budmen called the regular meeting to order at 6:36 p.m.

B. SALUTE TO THE FLAG

C. ACCEPT JANUARY MEETING MINUTES.

D. CORRESPONDENCE:

- Thank you note from a patron who had personally set and accomplished a COVID Reading goal.
- Thank you from the Census 2020
- CNY Community Foundation account information

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget and Revenue Status Report through January. These reports were previously distributed electronically.
- Bank Statements through November 2020 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.
- MacLaughlin reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated January 14, 2020 through February 10, 2021.
Baker seconded the motion.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Schapley.
Final Resolution: Motion Carried

2. President's Report:

- Budmen has been looking into the possibility of hiring an independent claims auditor. Discussion followed. MacLaughlin indicated in past discussions with the Auditor from the NYS Comptroller's office hiring a claims auditor was not an option. Budmen would like to investigate the procedures other school district public libraries have in place and obtain a formal legal opinion regarding the options available to the board.

3. Director's Report

- The Annual Library Advocacy Day will be held virtually on Friday, February 26th. Interested Trustees, staff and patrons may sign up to attend an online meeting with local representatives.
- Our annual report to the state is due in mid-March and will be on the March agenda for approval.
- Wisniewski is on the OCPL MOU committee. The MOU agreement covers services (delivery, inter-library loan, Polaris ILS catalog) provided by OCPL to the member libraries. The OCPL 5 year System Plan of Service is due to NYS by May and the MOU is a part of the 5-year plan.
- The Children's Room renovation plans are being finalized. The layout is done. Shelving and furniture will be ordered in the next few weeks. Work should be completed by June 30th.
- Our book donations remain closed. Options for book donations are listed on the website.

4. OCPL Report: OCPL will open Central and the various branches on Tuesday, February 16. Appointments are needed.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

APPOINTMENTS

Name	Position	Salary	Start Date
Lee, Lamar	Security Guard (PTAN)	\$14.00 p/h	1/8/2021
Gazek, Sarah	Security Guard (PTAN)	\$14.00 p/h	1/11/2021
Whiffen, Bailey	Library Clerk 1 (PT)	\$12.50 p/h	2/1/2021
Antonello, Tony	Security Guard (PT)	\$14.00 p/h	2/3/2021
Jensen, Katherine	Public Information Specialist	\$33.00 p/h	2/15/2021

PROMOTION

Name	Position	Salary	Effective Date
Hyde, Jeremy	Security Guard (PT)	\$14.00 p/h	2/20/2021

RESIGNATION

Name	Position	Effective Date
Antonello, Tony	Security Guard (PT)	2/4/2021

Motion to accept the Personnel Changes as presented by Gouger, second by Schapley.

Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Schapley.

Final Resolution: Motion Carried

2. Grievance Procedure for First Reading

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

Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Schapley.

Final Resolution: Motion Carried

3. Whistleblower Policy for First Reading

Motion to accept the policy for first reading by Schapley, second by Baker.

Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Schapley.

Final Resolution: Motion Carried

4. Approval of the CSEA Contract effective July 1, 2020 through June 30, 2020.

Upon notification by the CSEA Representative the bargaining unit membership voted to approve the tentative agreement executed January 8, 2021, and effective July 1, 2020 through June 30, 2021, between the Liverpool Public Library and Civil Service Employees' Association, Inc. (Liverpool Public Library Unit), the Board of Trustees, having reviewed the tentative agreement and deliberated regarding same, be it hereby

RESOLVED, that upon the recommendation of the Director, the Board of Trustees of the Liverpool Public Library hereby approves and ratifies the CSEA agreement and, upon approval of same as to form and content by the counsel of the Library and President of the Board to execute the 2020-2021 agreement between the parties.

Unit employees shall receive the following raises to their current base salary:

Effective July 1, 2020, a percentage increase of one- and one-half percent (1.5%).

Motion to approve the contract by Gouger, second by Hewitt.

Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Schapley.

Final Resolution: Motion Carried

5. Approval of non-bargaining unit Part Time As Needed (PTAN) employees' raises.

RESOLVED, that upon the recommendation of the Director, the Board of Trustees of the Liverpool Public Library hereby approves and authorizes the salary adjustments effective July 1, 2020, for the non-bargaining unit employees noted as follows:

To approve the hourly wages for part time as needed (PTAN) employees at the same rate (1.5%) as the recently approved contract from July 1, 2020 through June 30, 2021.

Motion to approve the resolution by MacLaughlin, second by Baker.

Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Schapley.

Final Resolution: Motion Carried

6. Approval of Management Agreement

Motion to approve the Management Agreement as presented by Schapley, second by Hewitt.

Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Schapley.

Final Resolution: Motion Carried

7. **Approval of Salary Schedule: Civil Service Requirement**

Schapley made a motion and Gouger seconded to approve the Salary Schedule as presented.

Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Schapley.

Final Resolution: Motion Carried

8. **Director's 2021-2022 Budget – Second Draft**

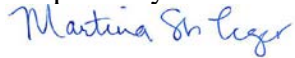
The Trustees discussed their goals for the 2021-2022 budget with the Director and Assistant Director.

H. **OPEN FORUM:** no comments

I. **BOARD FORUM:** There are 3 Library Trustee seats up for election this year. Petitions will be available from LCSD in March and will need to be returned in April. Information will be included in the next program guide and posted on the website.

J. **ADJOURNMENT:** The meeting was adjourned at 7:35 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board