



**BOARD OF TRUSTEES MEETING**  
**Carman Community Room**  
**Wednesday, February 10, 2021 at 6:30 p.m.**

**REGULAR MEETING**

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT JANUARY MEETING MINUTES
- D. CORRESPONDENCE
- E. AGENDA CHANGES
- F. REPORTS TO THE BOARD
  - 1. Financial Report
    - a. Approval of Monthly Bills for January 14, 2021 – February 10, 2021
  - 2. President’s Report
  - 3. Director’s Report
  - 4. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
  - 1. Personnel
  - 2. Grievance Procedure for First Reading
  - 3. Whistleblower Policy for First Reading
  - 4. Approval of the CSEA Contract effective July 1, 2020 through June 30, 2021.
  - 5. Approval of non-bargaining unit employees’ (PTAN’s) raises.
  - 6. Approval of Management Agreement
  - 7. Director’s 2020-2021 Budget – Second Draft
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION – *if needed*
- K. ADJOURNMENT



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**January 13, 2021**  
**Liverpool Public Library and via Zoom, YouTube**

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

**Absent:**

**Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; S. Smith, Admin. Asst.;**  
**C. Reynolds, Administrative Aide; 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 DECEMBER MEETING MINUTES.**

**D. CORRESPONDENCE: none**

**E. AGENDA CHANGES: none**

**F. REPORTS TO THE BOARD**

**1. Financial Report**

- The Board received the Budget and Revenue Status Report through December. These reports were previously distributed electronically.
- Bank Statements through October 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.
- There was discussion regarding the possibility of having a claims auditor.
- Budmen reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated December 10, 2020 through January 13, 2021.  
Gouger seconded the motion.  
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj, Schapley.  
Final Resolution: Motion Carried

**2. Staff Report – Colette Reynolds**

Colette Reynolds joined the staff as Administrative Aide on November 30, 2020 working with Smith in the Business and Personnel office. Reynolds, a native of Camillus previously worked at the Onondaga County Sheriff's Department in Human Resources.

**3. President's Report:**

- Budmen inquired about COVID-19 vaccinations for the library staff. Wisniewski replied the library staff are classified as educational and are eligible under the 1B vaccination guidelines. Wisniewski would like to offer 2 hours of administrative time for employees to get their vaccination.

**4. Director's Report**

- The plaque commemorating the renovation has been hung up in the library and looks very nice. Wisniewski sent a letter and a photo to former Board President Gutierrez who responded it looks lovely, she is very honored, and misses everyone. Budmen sent a letter to Dr. Potter along with a photo of the plaque and thanking him for his support of the project.

- Collection diversity update: Wisniewski provided an update in her monthly written report to the board. Updates will continue to be written in future as those reports are also shared with the library staff. Items of note will be addressed in the Director's report during the board meeting.
- Wisniewski would like to explore adding an accessibility widget to the library's website which would make the site more ADA and WCAG (web content accessibility guidelines) compliant. Patrons with vision impairment, hearing loss, or cognitive disabilities would be able to adjust the website with the widget to suit their needs. Compliant websites have an icon on the page that when accessed opens a menu with multiple tools such as bigger text, invert colors, moderate spacing, dyslexia friendly, and pause animations.
- Wisniewski and the Board had a robust discussion regarding the services agreement with OCPL. Services we are paying OCPL to provide have declined and are having an impact. Deliveries between OCPL and LPL have dropped from 5 per week to 2, there is no Inter Library Loan, or original cataloging. While LPL does their own cataloging, we have offered our services to other member libraries to help fill the void. Wisniewski let the Board know many cuts in service are due to Covid related furloughs at the county level but is concerned about when services will be restored and at what level. The Board has offered their support and assistance to the Director.

4. OCPL Report: no report.

## G. ITEMS FOR ACTION AND DISCUSSION

### 1. Personnel Changes

#### **APPOINTMENTS**

| <u>Name</u>    | <u>Position</u>  | <u>Salary</u> | <u>Start Date</u> |
|----------------|------------------|---------------|-------------------|
| Anno, Ashlee   | Librarian I (PT) | \$21.98 p/h   | 12/21/2020        |
| Wright, Nicole | Librarian I (PT) | \$21.98 p/h   | 1/11/2020         |

#### **REMOVE TITLES FROM CIVIL SERVICE ROSTER**

| <u>Number</u> | <u>Title</u>                              |
|---------------|---|
| 96-00-148-1   | COMPUTER EQUIPMENT MAINTENANCE SPECIALIST |
| 96-00-047-1   | LIBRARY CLERK I                           |
| 96-00-049-1   | LIBRARY CLERK I                           |
| 96-00-052-1   | LIBRARY CLERK I                           |
| 96-00-053-1   | LIBRARY CLERK I                           |
| 96-00-056-1   | LIBRARY CLERK I                           |
| 96-00-060-1   | LIBRARY CLERK I                           |
| 96-00-032-1   | LIBRARY CLERK II                          |
| 96-00-037-1   | LIBRARY CLERK II                          |
| 96-00-038-1   | LIBRARY CLERK II                          |
| 96-00-039-1   | LIBRARY CLERK II                          |
| 96-00-041-1   | LIBRARY CLERK II                          |
| 96-00-042-1   | LIBRARY CLERK II                          |
| 96-00-043-1   | LIBRARY CLERK II                          |
| 96-00-045-1   | LIBRARY CLERK II                          |
| 96-00-076-1   | LIBRARY MEDIA SPECIALIST                  |
| 96-00-080-1   | PAGE                                      |
| 96-00-081-1   | PAGE                                      |
| 96-00-082-1   | PAGE                                      |
| 96-00-083-1   | PAGE                                      |
| 96-00-084-1   | PAGE                                      |
| 96-00-085-1   | PAGE                                      |
| 96-00-086-1   | PAGE                                      |
| 96-00-087-1   | PAGE                                      |
| 96-00-088-1   | PAGE                                      |
| 96-00-089-1   | PAGE                                      |
| 96-00-090-1   | PAGE                                      |
| 96-00-091-1   | PAGE                                      |
| 96-00-092-1   | PAGE                                      |
| 96-00-093-1   | PAGE                                      |
| 96-00-094-1   | PAGE                                      |
| 96-00-095-1   | PAGE                                      |
| 96-00-096-1   | PAGE                                      |
| 96-00-097-1   | PAGE                                      |
| 96-00-098-1   | PAGE                                      |
| 96-00-100-1   | PAGE                                      |
| 96-00-101-1   | PAGE                                      |
| 96-00-147-1   | PERSONNEL ANALYST                         |

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

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

Final Resolution: Motion Carried

## 2. Surplus List

| Fixed Inv. ID | Date Acquired | Item Description       | Reason for Surplus      |
|---------------|---------------|------------------------|-------------------------|
| 23385         | 8/9/2012      | Cisco ASA 5305         | Outdated                |
| 22718         | 7/15/2006     | Linksys Ethernet Hub   | No longer needed        |
| 23290         | 12/30/2008    | Cisco ASA 5505         | Outdated                |
| 23029         | 12/15/2003    | iMac Display           | No longer needed        |
| 23320         | 6/15/2009     | XP Dell Optiplex 760   | Outdated                |
| 23359         | 3/15/2011     | Lenova Thinkpad x1200  | No longer needed        |
| 23357         | 3/15/2011     | Lenova Thinkpad x1200  | No longer needed        |
| 23431         | 6/13/2014     | XP Dell Optiplex 760   | Power Supply inoperable |
| 23428         | 6/13/2014     | Dell Optiplex 9020 AIO | damaged screen          |

Motion to accept the policy for second reading and final approval by Gouger, second by Hluchyj.

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

Final Resolution: Motion Carried

## 3. Internet Use Policy for Second Reading and Final Approval

Motion to accept the policy for second reading and final approval by Hluchyj, second by Hewitt.

There was discussion and approval to change the words “chat rooms” to “social media” and a request to add links to the NYS Penal Laws sited in the policy.

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

Final Resolution: Motion Carried

## 4. Computer Use Policy for Second Reading and Final Approval

Motion to accept the policy for second reading and final approval by Hluchyj, second by Baker.

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

Final Resolution: Motion Carried

## 5. Director’s 2021-2022 Budget – First Draft

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

H. OPEN FORUM: Mark Bialczak shared a message via you tube. The link to sign up for a covid vaccination appointment is available on the LPL website.

I. BOARD FORUM: nothing

## J. EXECUTIVE SESSION –

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

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

Final Resolution: Motion Carried

Wisniewski, Reckhow, Smith, and St.Leger were asked to attend.

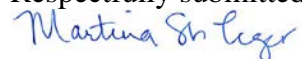
Hluchyj made a motion to return from executive session at 7:49 p.m., seconded by Hewitt.

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

Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 7:50 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board

LIVERPOOL CENTRAL SCHOOL DISTRICT  
TREASURER'S REPORT  
November 30, 2020

Part A: Bank Reconciliation

| ACCOUNT                                     | BANK<br>BALANCE         | DEPOSIT<br>IN<br>TRANSIT | OUTSTANDING<br>CHECKS | LEDGER<br>BALANCE       |
|---|-------------------------|--------------------------|-----------------------|-------------------------|
| <b>JP MORGAN CHASE</b>                      |                         |                          |                       |                         |
| School Lunch<br>XXX XXX 0904                | \$1,317,094.49          | \$34.60                  | \$0.00                | \$1,317,129.09          |
| General MM<br>XXX-XX6788                    | \$58,467,004.42         | \$0.00                   | \$0.00                | \$58,467,004.42         |
| Reserve MM<br>XXX-XX3311                    | \$14,327,662.40         | \$0.00                   | \$0.00                | \$14,327,662.40         |
| General Disb. NOW<br>XXX-XX5257             | \$3,169,126.94          | \$0.00                   | \$0.00                | \$3,169,126.94          |
| Gen. Disbursing<br>XXX-XX1486               | \$0.00                  | \$0.00                   | \$311,378.59          | -\$311,378.59 (1)       |
| <b>Public Library savings</b><br>XXX-XX8316 | <b>\$2,973,480.30</b>   | <b>\$0.00</b>            | <b>\$0.00</b>         | <b>\$2,973,480.30</b>   |
| Expendable Trust<br>XXX-XXX7906             | \$177,332.25            | \$0.00                   | \$0.00                | \$177,332.25            |
| Capital Fund MM<br>XXX-XX8251               | \$14,329,914.62         | \$0.00                   | \$0.00                | \$14,329,914.62         |
| Benefit Funding Account<br>XXX-XX5230       | \$50,000.00             | \$0.00                   | \$0.00                | \$50,000.00             |
| <b>CITIZENS BANK</b>                        |                         |                          |                       |                         |
| General Fund<br>XXXXXX-162-4                | \$4,278,001.57          | \$0.00                   | \$0.00                | \$4,278,001.57          |
| <b>M &amp; T</b>                            |                         |                          |                       |                         |
| Capital Fund MM<br>XXXXXXXXXX6329           | \$708,451.30            | \$0.00                   | \$0.00                | \$708,451.30            |
| General Fund MM<br>XXXXXXXXXX5708           | \$2,297,453.86          | \$0.00                   | \$0.00                | \$2,297,453.86          |
| <b>KEYBANK</b>                              |                         |                          |                       |                         |
| General fund<br>XXX-XX611-2                 | \$3,216,052.89          | \$0.00                   | \$0.00                | \$3,216,052.89          |
| <b>Public Library NOW</b><br>XXX-XX0061     | <b>\$470,823.61</b>     | <b>\$0.00</b>            | <b>\$0.00</b>         | <b>\$470,823.61</b>     |
| <b>TOTALS</b>                               | <b>\$105,782,398.65</b> | <b>\$34.60</b>           | <b>\$311,378.59</b>   | <b>\$105,471,054.66</b> |

(1) The General Disbursement account is the account through which most district checks are paid. The account will reflect any outstanding checks and will show a negative general ledger balance. The money to cover the outstanding obligations is transferred into the NOW account by the district. The bank transfers money from the NOW account into the General Disbursement account as checks are presented for payment. District personnel ensure sufficient funds are available in the NOW account to cover checks clearing. JPMorgan Chase Bank requires an \$800,000 compensating balance in this account at all times and the two accounts will always have a combined balance of at least \$800,000 on this report.

TREASURER'S REPORT page 2

Part B: Cash Position by Fund

| FUND                          | BEGINNING<br>BALANCE | RECEIPTS       | DISBURSEMENTS   | ENDING<br>BALANCE |
|-------------------------------|----------------------|----------------|-----------------|-------------------|
| General & Trust and Agency    | \$87,666,086.63      | \$8,955,568.35 | \$14,884,236.37 | \$81,737,418.61   |
| School Lunch                  | \$1,432,290.49       | \$1,327.58     | \$116,488.98    | \$1,317,129.09    |
| Special Aid                   | \$0.00               | \$401,164.00   | \$401,164.00    | \$0.00            |
| Capital, Cap Int & Debt Serv. | \$20,470,820.71      | \$100,721.21   | \$1,287,960.28  | \$19,283,581.64   |
| Public Library                | \$3,300,823.02       | \$452,391.64   | \$308,910.75    | \$3,444,303.91    |

I certify that each of the above accounts have been reconciled to the bank balance.

*Carol-Anne M. Matthews*

Treasurer

Note: Additional district funds of \$651,900 are held by Excellus as a required cash advance for health self-insurance.

Part C: Collateral Statement

| ACCOUNT                 | BANK<br>BALANCE         | FDIC                  | COLLATERAL              | OVER (SHORT)          |
|-------------------------|-------------------------|-----------------------|-------------------------|-----------------------|
| <u>JP MORGAN CHASE</u>  |                         |                       |                         |                       |
| School Lunch            | 1,317,094.49            |                       |                         |                       |
| General MM              | 58,467,004.42           |                       |                         |                       |
| Reserve MM              | 14,327,662.40           |                       |                         |                       |
| General Disb NOW        | 3,169,126.94            |                       |                         |                       |
| General Disbursing      | 0.00                    |                       |                         |                       |
| Public Library Savings  | 2,973,480.30            |                       |                         |                       |
| Expendable Trust        | 177,332.25              |                       |                         |                       |
| Capital Fund MM         | 14,329,914.62           |                       |                         |                       |
| Benefit Funding Account | \$50,000.00             |                       |                         |                       |
| TOTAL                   | 94,811,615.42           | 500,000.00            | 96,117,425.85           | 1,805,810.43          |
| <u>CITIZENS BANK</u>    |                         |                       |                         |                       |
| General fund            | 4,278,001.57            | 250,000.00            | 4,108,812.63            | 80,811.06             |
| <u>M &amp; T</u>        |                         |                       |                         |                       |
| Capital MM              | 708,451.30              |                       |                         |                       |
| General MM              | 2,297,453.86            |                       |                         |                       |
| TOTAL                   | 3,005,905.16            | 250,000.00            | 2,811,023.51            | 55,118.35             |
| <u>KEYBANK</u>          |                         |                       |                         |                       |
| General Fund MM         | 3,216,052.89            |                       |                         |                       |
| Public Library NOW      | 470,823.61              |                       |                         |                       |
| TOTAL                   | 3,686,876.50            | 500,000.00            | 3,534,711.66            | 347,835.16            |
| <b>TOTAL</b>            | <b>\$105,782,398.65</b> | <b>\$1,500,000.00</b> | <b>\$106,571,973.65</b> | <b>\$2,289,575.00</b> |

## LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 02/01/2021

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

| Budget Account                | Description | Current<br>Appropriation | Year-to-Date<br>Expenditures | Cycle<br>Expenditures | Encumbrance<br>Outstanding | Unencumbered<br>Balance |
|-------------------------------|-------------|--------------------------|------------------------------|-----------------------|----------------------------|-------------------------|
| 160 Non-Instructional Salarie |             | 2,097,000.00             | 1,067,268.23                 | 0.00                  | 600,200.17                 | 429,531.60              |
| 200 Furniture & Equipment     |             | 50,000.00                | 1,865.74                     | 0.00                  | 0.00                       | 48,134.26               |
| 400 Contractual               |             | 342,150.00               | 132,482.97                   | 2,067.56              | 0.00                       | 209,667.03              |
| 450 Supplies                  |             | 369,700.00               | 142,113.96                   | 7,021.26              | 0.00                       | 227,586.04              |
| 810 Employee Retirement       |             | 230,000.00               | 119,736.39                   | 0.00                  | 73,123.17                  | 37,140.44               |
| 830 Social Security           |             | 160,500.00               | 79,357.75                    | 0.00                  | 45,915.34                  | 35,226.91               |
| 840 Workers Compensation      |             | 25,000.00                | 22,088.00                    | 0.00                  | 0.00                       | 2,912.00                |
| 850 Unemployment Insurance    |             | 1,000.00                 | 1,264.06                     | 0.00                  | 0.00                       | -264.06                 |
| 860 Health Insurance          |             | 864,450.00               | 434,966.22                   | 0.00                  | 0.00                       | 429,483.78              |
| 950 Transfer to Capital Fund  |             | 0.00                     | 0.00                         | 0.00                  | 0.00                       | 0.00                    |
| <b>Total PUBLIC LIBRARY</b>   |             | <b>4,139,800.00</b>      | <b>2,001,143.32</b>          | <b>9,088.82</b>       | <b>719,238.68</b>          | <b>1,419,418.00</b>     |

**LIVERPOOL CENTRAL SCHOOL DISTRICT**

Revenue Status Report As Of: 02/01/2021

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

| Revenue Account             | Subfund | Description               | Original Estimate   | Current Estimate    | Year-to-Date        | Current Cycle | Anticipated Balance | Excess Revenue    |
|-----------------------------|---------|---------------------------|---------------------|---------------------|---------------------|---------------|---------------------|-------------------|
| 1001-000                    |         | Real Property Taxes       | 3,890,400.00        | 3,890,400.00        | 3,889,781.22        | 0.00          | 618.78              |                   |
| 1081-000                    |         | Contrib in Lieu of Taxes  | 65,000.00           | 65,000.00           | 6,862.09            | 0.00          | 58,137.91           |                   |
| 2082-000                    |         | Library Charges           | 33,000.00           | 33,000.00           | 733.70              | 0.00          | 32,266.30           |                   |
| 2401-000                    |         | Interest Earnings         | 1,400.00            | 1,400.00            | 89.43               | 0.00          | 1,310.57            |                   |
| 2680-000                    |         | Insurance Recoveries      | 0.00                | 0.00                | 0.00                | 0.00          |                     |                   |
| 2703-VCK                    |         | Outstanding Check P/Y     | 0.00                | 0.00                | 0.00                | 0.00          |                     |                   |
| 2705-000                    |         | Gifts and Donations       | 18,000.00           | 18,000.00           | 55,281.51           | 0.00          |                     | 37,281.51         |
| 2705-DJB                    |         | Gifts and Donations-Boyce | 0.00                | 0.00                | 0.00                | 0.00          |                     |                   |
| 2760-000                    |         | Other Than LLIA Grants    | 0.00                | 0.00                | 7,004.19            | 0.00          |                     | 7,004.19          |
| 2770-000                    |         | Other Unclassified        | 48,000.00           | 48,000.00           | 412.36              | 0.00          | 47,587.64           |                   |
| 2770-ADJ                    |         | Misc. Short and Over      | 0.00                | 0.00                | 0.05                | 0.00          |                     | 0.05              |
| 3840-000                    |         | State Aid for Libraries   | 1,000.00            | 1,000.00            | 196,117.00          | 0.00          |                     | 195,117.00        |
| 3840-A01                    |         | System Cash Grant         | 38,000.00           | 38,000.00           | 0.00                | 0.00          | 38,000.00           |                   |
| 5999-000                    |         | Appropriated Fund Balance | 0.00                | 0.00                | 0.00                | 0.00          |                     |                   |
| <b>Total PUBLIC LIBRARY</b> |         |                           | <b>4,094,800.00</b> | <b>4,094,800.00</b> | <b>4,156,281.55</b> | <b>0.00</b>   | <b>177,921.20</b>   | <b>239,402.75</b> |

**Selection Criteria**

Criteria Name: Last Run  
 As Of Date: 02/01/2021  
 Show Actual revenue in 'As Of' cycle  
 Sort by: Fund  
 Printed by Martina St. Leger

\* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget



## PERSONNEL CHANGES

### APPOINTMENTS

| <b>Name</b>       | <b>Position</b>               | <b>Salary</b> | <b>Start Date</b> |
|-------------------|-------------------------------|---------------|-------------------|
| 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         |

### RESIGNATION

| <b>Name</b>     | <b>Position</b>     | <b>Effective Date</b> |
|-----------------|---------------------|-----------------------|
| Antonello, Tony | Security Guard (PT) | 2/4/2021              |

*GRIEVANCE PROCEDURE*

First Reading: 2.10.2021

The Board recognizes the need for an employee grievance policy to cover all employees to ensure that any complaint/grievance will receive prompt and fair consideration.

Represented employees (CSEA) must follow Article 7/Grievance Procedure as outlined in the Agreement between the Liverpool Public Library and the CSEA, Local 1000, AFSCME, AFL-CIO for resolution of disputes concerning the interpretation, application, or claimed violation of a specific term or provision of the previously mentioned Agreement.

Non-Represented Employees shall use the following procedure. This procedure is an informal process involving the employee and appropriate management representative(s) outlined below.

**Step 1**

The employee shall present his or her grievance/complaint to the Director, in writing, within 15 days following the date on which the employee knew or should have known of the act or omission, giving rise to the grievance/complaint. The Director shall reply to the employee, in writing, within five (5) days of the date the grievance/complaint was received and acknowledged by the Director.

The exception is that if the Director is the subject of the grievance or complaint, the employee shall present his or her grievance/complaint to the President of the Board of Trustees.

**Step 2**

In the event that the employee wishes to appeal the Director's decision an appeal can be made to the President of the Board of Trustees. The President may conduct fact-finding and present the complaint to the entire board during an executive session at a scheduled Board meeting. The Board shall issue a written decision within 20 days of the date of the executive session during which the grievance/complaint was presented to the Board of Trustees.

The decision rendered by the Board of Trustees will be considered the final action on the grievance/complaint. A record of the decision will be made and filed with all other pertinent information related to the grievance/complaint in the library's personnel office.

### **Purpose**

The Liverpool Public Library (hereinafter, “LPL”) encourages all directors, trustees, employees, and volunteers, acting in good faith to report suspected or actual wrongful conduct. Any LPL director, trustee, employee, or volunteer who reports a suspected or actual wrongful conduct, in good faith, will not be fired or otherwise retaliated against for making the report.

This Whistleblower Policy is intended to protect the reporter when concerns are raised regarding the LPL, such as the following:

- Deliberate falsification of financial reporting;
- Criminal or unlawful activity;
- Activities that are in opposition to LPL policies; or
- Activities which otherwise amounts to serious improper conduct.

The LPL is committed to upholding the highest of standards of ethical, moral, and legal business conduct, and the commitment to open communication. All directors, trustees, employees, and volunteers are required to uphold high standards of business and personal ethics in the conduct of their duties and responsibilities. This policy provides an avenue for all directors, trustees, employees, and volunteers to raise concerns without the fear of retaliation.

### **Regulations**

Any director, trustee, employee, or volunteer who reports in good faith a violation of this policy will not suffer any intimidation, harassment, discrimination, or other retaliation or, in the case of an employee, adverse employment consequence. A director, trustee or employee who retaliates against someone who has filed a complaint in good faith is subject to disciplinary action and/or personnel action up to and including termination of employment, consistent with the LPL’s policies, rules, and collective bargaining agreement.

Any director, trustee, employee, or volunteer who files a report concerning a violation or suspected violation of this policy must do so in good faith and have reasonable grounds for believing the information in the report indicates a violation of this policy. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. The LPL’s procedures must be followed, and supervisors kept informed.

The Whistleblower Policy is intended to encourage and promote employees and others to settle any serious concerns within the LPL prior to seeking resolution outside of the LPL.

### **Reporting Violations**

Individuals should share their questions, concerns, suggestions, or complaints first with their supervisor, then with the Library Director, who will address the concern promptly. If it is inappropriate to make the report with the Library Director, individuals can take their concerns to any Library Board member.

### **Handling of Reported Violations**

An appropriate investigation will be undertaken by the Library Director or Board member and a report summarizing the findings will be given to the individual who filed the complaint (if a name is given) and the Library Board within five (5) business days. If more than five (5) business days are needed, the individual who filed the complaint will be notified in writing of an estimated the investigation will be completed (to be done no later than 30 days after the first report is made). Steps will be taken to deal with the issue consistent with the LPL's policies, rules, and collective bargaining agreement.

### **Responsibilities**

All directors, trustees, employees, and volunteers must be knowledgeable about this policy. All reports/ complaints made must go through the appropriate channels noted above. Management must make sure that all trustees, employees, and volunteers are aware of this policy and understand the channels of reports. Any findings of wrongful conduct or false allegations shall be kept in the individual's personnel file.

The individual(s) who undertake the investigation must uphold confidentiality to the fullest extent possible and must investigate the claim appropriately.

LIVERPOOL PUBLIC LIBRARY SALARY SCHEDULE: FY 2020-21

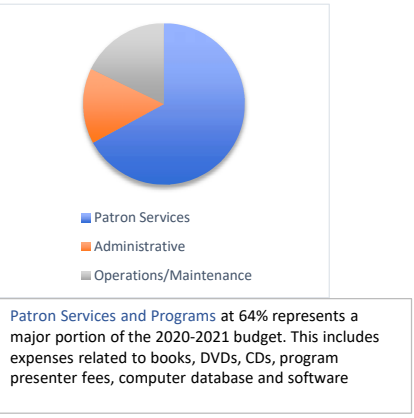
| GRADE | Full Time    |           | Part Time    |         | CIVIL SERVICE CLASSIFICATION   |
|-------|--------------|-----------|--------------|---------|--|
|       | SALARY RANGE |           | HOURLY RANGE |         |  |
| 1     | \$21,476     | \$21,931  | \$11.80      | \$12.05 | Page   |
| 2     | \$21,476     | \$23,442  | \$11.80      | \$12.88 | Library Clerk I  |
| 3     | \$22,750     | \$47,575  | \$12.50      | \$26.14 | Custodial Worker I<br>Guard  |
| 4     | \$23,751     | \$46,000  | \$13.05      | \$25.28 | Library Clerk II   |
| 5     | \$26,645     | \$46,000  | \$14.64      | \$25.28 | Custodian I  |
| *     |              |           |              |         |  |
| 7     | \$27,719     | \$55,437  | \$15.23      | \$30.46 | Library Clerk III<br>Graphics Technician                                       |
| 8     | \$29,084     | \$42,000  | \$15.98      | \$28.29 | Public Information Assistant<br>Account Clerk II                               |
| 9     | \$30,940     | \$55,346  | \$17.00      | \$30.41 | Librarian Assistant<br>Custodian II  |
| 10    | \$40,004     | \$63,700  | \$21.98      | \$35.00 | LAN Technical Support Specialist<br>Librarian I<br>Personnel Aide              |
| 11    | \$38,457     | \$66,000  | \$21.13      | \$36.26 | Administrative Aide<br>Public Information Specialist<br>Supervisor of Security |
| 12    | \$42,006     | \$56,839  | \$23.08      | \$31.23 | Librarian II<br>Personnel Analyst  |
| 13    | \$46,501     | \$66,867  | \$25.55      | \$36.74 | Administrative Assistant<br>Librarian III<br>Systems Librarian                 |
| 14    | \$64,992     | \$80,000  | \$35.71      | \$43.95 | Assistant Library Director III   |
| 15    | \$75,002     | \$110,000 | \$41.21      | \$60.43 | Library Director III   |

Approved by the Board of Trustees:

\_\_\_\_\_

\*Grade 6 contains one title that is no longer used at LPL

| Description                         | 20/21 Approved       | 21/22 Projected      |
|-------------------------------------|----------------------|----------------------|
| <b>PATRON SERVICES AND PROGRAMS</b> |                      |                      |
| Audio and Video Media               | \$ 90,000.00         | \$ 90,000.00         |
| Audio Visual Supplies               | \$ 4,000.00          | \$ 4,000.00          |
| Computer Hardware                   | \$ 25,000.00         | \$ 42,500.00         |
| Computer Software                   | \$ 5,000.00          | \$ 15,000.00         |
| Conference                          | \$ 6,000.00          | \$ 10,000.00         |
| Consultant & Professional fees      | \$ 20,000.00         | \$ 23,000.00         |
| Continuing Education                | \$ 3,000.00          | \$ 3,000.00          |
| Database/software maintenance       | \$ 52,000.00         | \$ 57,000.00         |
| Data Processing Supplies            | \$ 10,000.00         | \$ 10,000.00         |
| Electronic Databases                | \$ 37,200.00         | \$ 45,000.00         |
| General Supplies                    | \$ 6,000.00          | \$ 7,000.00          |
| Library Books, ebooks               | \$ 132,000.00        | \$ 135,000.00        |
| Library Supplies                    | \$ 33,000.00         | \$ 35,000.00         |
| Mileage and Travel                  | \$ 3,375.00          | \$ 3,800.00          |
| Postage                             | \$ 11,500.00         | \$ 12,000.00         |
| Selected Projects                   | \$ 9,500.00          | \$ 11,000.00         |
| Subscriptions                       | \$ 12,000.00         | \$ 12,000.00         |
| Tuition Reimbursement               | \$ 1,000.00          | \$ 1,000.00          |
| <b>Total Expenses</b>               | <b>\$ 460,575.00</b> | <b>\$ 516,300.00</b> |



|                              |                        |                        |
|------------------------------|------------------------|------------------------|
| Salaries/Social Security     | \$ 1,468,325.00        | \$ 1,388,930.00        |
| Benefits                     | \$ 711,393.00          | \$ 762,300.00          |
| <b>Patron Services Total</b> | <b>\$ 2,640,293.00</b> | <b>\$ 2,667,530.00</b> |

64%

| ADMINISTRATIVE                  |                      |                      |
|---------------------------------|----------------------|----------------------|
| Board Expenses                  | \$ 2,000.00          | \$ 2,000.00          |
| Consultant & Professional fees  | \$ 12,000.00         | \$ 13,000.00         |
| Database/software maintenance   | \$ 5,100.00          | \$ 5,100.00          |
| Election Expenses               | \$ 1,000.00          | \$ 1,000.00          |
| Fees                            | \$ 4,000.00          | \$ 4,000.00          |
| Insurance Director's & Officers | \$ 2,800.00          | \$ 2,800.00          |
| Memberships                     | \$ 800.00            | \$ 800.00            |
| Mileage and Travel              | \$ 175.00            | \$ 200.00            |
| <b>Total Expenses</b>           | <b>\$ 27,875.00</b>  | <b>\$ 28,900.00</b>  |
| Salaries/Social Security        | \$ 406,890.00        | \$ 376,890.00        |
| Benefits                        | \$ 197,000.00        | \$ 207,900.00        |
| <b>Administrative Total</b>     | <b>\$ 631,765.00</b> | <b>\$ 613,690.00</b> |

Administrative represents 15% of the 2020-2021 budget. Administrative costs include legal, consultation and insurance expenses along with office and administration staff.

| OPERATIONS/MAINTENANCE             |                      |                      |
|------------------------------------|----------------------|----------------------|
| Cloud Service Hardware             | \$ 5,000.00          | \$ 9,000.00          |
| Computer Software                  | \$ 4,000.00          | \$ 5,000.00          |
| Computer Hardware                  | \$ 25,000.00         | \$ 42,500.00         |
| Custodial Supplies                 | \$ 20,500.00         | \$ 22,000.00         |
| Database/software maintenance Fees | \$ 22,900.00         | \$ 27,900.00         |
| Electric & Gas                     | \$ 35,000.00         | \$ 35,000.00         |
| Fees                               | \$ 26,000.00         | \$ 26,000.00         |
| Insurance                          | \$ 22,500.00         | \$ 23,200.00         |
| Maint & Lg. Equip Repair           | \$ 28,000.00         | \$ 28,000.00         |
| Network Software                   | \$ 16,000.00         | \$ 22,000.00         |
| Other Equipment Repair             | \$ 22,000.00         | \$ 22,000.00         |
| Rentals                            | \$ 24,000.00         | \$ 26,000.00         |
| Telecommunication Service          | \$ 20,000.00         | \$ 22,000.00         |
| Water                              | \$ 2,500.00          | \$ 2,500.00          |
| Workers Compensation               | \$ 25,000.00         | \$ 25,000.00         |
| Unemployment Insurance             | \$ 1,000.00          | \$ 5,000.00          |
| <b>Total Expenses</b>              | <b>\$ 299,400.00</b> | <b>\$ 343,100.00</b> |
| Salaries/Social Security           | \$ 382,285.00        | \$ 330,680.00        |
| Benefits                           | \$ 186,057.00        | \$ 184,800.00        |
| <b>Operations Total</b>            | <b>\$ 867,742.00</b> | <b>\$ 858,580.00</b> |
| <b>Total Expenses</b>              | <b>\$ 787,850.00</b> | <b>\$ 888,300.00</b> |

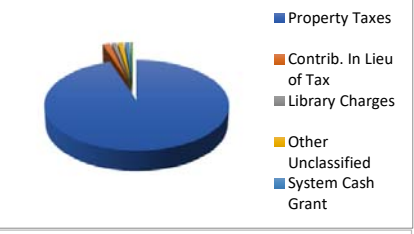
Operations/Maintenance represents 21% of the 2020-2021 budget. Included in this portion of the budget are building and equipment maintenance and rental fees, service contracts, computer hardware, network software, support staff, maintenance supplies and

|          |                 |                 |
|----------|-----------------|-----------------|
| Expenses | \$ 787,850.00   | \$ 888,300.00   |
| Salaries | \$ 2,257,500.00 | \$ 2,096,500.00 |
| Benefits | \$ 1,094,450.00 | \$ 1,155,000.00 |

|                     |                        |                        |
|---------------------|------------------------|------------------------|
| <b>Total Budget</b> | <b>\$ 4,139,800.00</b> | <b>\$ 4,139,800.00</b> |
|---------------------|------------------------|------------------------|

difference

| REVENUES                | 19/20 proposed  | 20/21 projected |
|-------------------------|-----------------|-----------------|
| Property Taxes          | \$ 3,890,400.00 | \$ 3,890,400.00 |
| Contrib. In Lieu of Tax | \$ 65,000.00    | \$ 65,000.00    |
| Library Charges         | \$ 33,000.00    | \$ 15,000.00    |
| Interest Earnings       | \$ 1,400.00     | \$ 1,000.00     |
| Gifts & Donations       | \$ 18,000.00    | \$ 18,000.00    |
| Other than LLI A Grants |                 |                 |
| System Cash Grant       | \$ 38,000.00    | \$ 30,000.00    |
| State Aid for Libraries | \$ 1,000.00     | \$ 1,000.00     |
| Other Unclassified      | \$ 48,000.00    | \$ 48,000.00    |
| Insurance Recoveries    | \$ -            | \$ -            |
| Misc. Short and Over    | \$ -            | \$ -            |
| App from fund balance   | \$ 45,000.00    | \$ 71,400.00    |
| sub-total               | \$ 249,400.00   | \$ 249,400.00   |



| YEAR-TO-DATE      |                 |                 |
|-------------------|-----------------|-----------------|
| Original Estimate | \$ 4,139,800.00 | \$ 4,139,800.00 |
| Adjustments       |                 |                 |
| Excess Revenue    |                 |                 |

|                   |              |              |
|-------------------|--------------|--------------|
| <b>TAX IMPACT</b> | <b>2.00%</b> | <b>0.00%</b> |
|-------------------|--------------|--------------|