



MINUTES
BOARD OF TRUSTEES MEETING
February 8, 2023
Carman Community Room

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

Trustees absent: Mainville

Staff: S. Reckhow, Interim Director; S. Smith, Business Manager; M. St.Leger, Clerk to the Board;

REGULAR MEETING

A. CALL TO ORDER

President Gouger called the regular meeting to order at 6:32 p.m.

B. SALUTE TO THE FLAG

C. ACCEPT JANUARY MEETING MINUTES

D. CORRESPONDENCE:

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Staff Report – Naif Abraham, Librarian I, gave a presentation on the Literacy CNY *Digital Navigator* program offered at LPL. Program volunteers provide assistance with technology issues ranging from learning how a smart phone operates to filling out online job applications.

2. Financial Report

- The Board received the Revenue and Budget Status Reports through January 2023 electronically prior to the meeting.
- Bank Statements through November 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.
- The Independent Claims Auditor reviewed each invoice for the period of January 12, 2023, through February 8, 2023.

Baker made a motion to authorize payment of the audited invoices second by Budmen.

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

Final Resolution: Motion Carried

3. President's Report: no report.

4. Interim Director's Report

- Reckhow described to the board how busy the library has become, especially on Saturdays. On Saturday, January 21st, the Book sale had people lined up out the door while various programs such as PAWS to Read, a STEAM program led by Engineers from Lockheed Martin, and a Dungeons and Dragons program drew many families into the library. The library was buzzing!
- Deanna McGregor and Cindy Hibbert recently gave a presentation to the Liverpool Chamber of Commerce. They were able to share with local business owners the library's role in the community and advantages of partnering with the library.
- Planning for the Bresnahan Award Celebration on April 26 is going well.
- Reckhow is pleased with the growth of the Digital Navigators program.

5. OCPL Report: No report

6. Trustee Advisory Council:

- Training opportunities have been scheduled for Trustees in February (Open Meetings Law) and March (Trustee Handbook).

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Baiamonte, Stephanie	Library Clerk I	2/11/2023

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
King, Logan	Security Guard (pt)	\$16.00 p/h	2/15/2023

Motion to accept the personnel changes as presented by Budmen second by Baker.

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

Final Resolution: Motion Carried

2. Surplus List

<u>ID #</u>	<u>Date Acquired</u>	<u>Item Description</u>	<u>Reason for Surplus</u>
23190	Apr 30, 2008	Telex SM-2 SoundMate Personal Listening System	Replaced with newer system
23365	Apr 14, 2009	Hewlett Packard laser printer P4515n	Old, no longer needed as backup
23328	Jun 27, 2010	Laptop, Dell Latitude 5500	Old, will not support modern operating systems
23401	Dec 17, 2012	Computer, AWE Early Literacy Station	No longer supported
23406	May 10, 2013	iMac. 21.5" 2.7MHz QuadCore,1TB HD	Old, will not support modern operating systems
23409	May 10, 2013	iMac. 21.5" 2.7MHz QuadCore,1TB HD	Old, will not support modern operating systems
23432	Feb 15, 2014	Computer, iMac 21.5 8GB 1TB	Old, will not support modern operating systems
23411	Mar 01, 2014	Computer, iMac 21.5 8GB 1TB	Old, will not support modern operating systems

Hewitt made a motion to accept the surplus list second by Hluchyj.

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

Final Resolution: Motion Carried

3. Exhibit Spaces and Bulletin Boards Policy for Second Reading and Final Approval.

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

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

Final Resolution: Motion Carried

4. Security Camera Policy for Second Reading and Final Approval

Motion to accept the policy for second reading and final approval by Budmen, second by McLaughlin.

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

Final Resolution: Motion Carried

5. Annual External Audit

Budmen made a motion to accept the External Audit by Insero & Co., second by Hluchyj.

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

Final Resolution: Motion Carried

6. Interim Director's 2023-2024 Budget – Second Draft

The second draft was discussed recommendations given for the third draft of the 2023-2024 budget.

H. OPEN FORUM: no comments

I. BOARD FORUM:

- Baker shared information about the declared public health emergency set to expire on May 16, 2023. Individuals with Medicaid, Child Health Plus, and the Essential Plan have not been asked to renew their policies since 2020. Policies must be renewed to maintain coverage. Deadlines to renew policies range from June 30, 2023 – May 31, 2024. <https://nystateofhealth.ny.gov/>
- Budmen talked about a local chapter of the National non-profit organization, Sleep in Heavenly Peace. The mission is to provide a bed with pillows and blankets to put an end to the child sleeping on the floor. Volunteers are needed to build beds, donate bedding, and deliver and set up beds. <https://shpbeds.org/chapter/ny-syracuse/>
- Gouger shared her daughter's excitement with the library's Winteropoly game, and was especially looking forward to reading a Bresnahan Award Winning book.

J. EXECUTIVE SESSION –

Gouger stated the need for an executive session to discuss a personnel matter related to the Director search with action to follow. Budmen made a motion which Baker seconded to move into executive session at 7:51 p.m. for the previously stated matter.

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

Final Resolution: Motion Carried

Budmen made a motion to return from executive session at 8:15 p.m., seconded by Baker.

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

Final Resolution: Motion Carried

Gouger made a motion to appoint Susan Reckhow as the Director of the Liverpool Public Library with an annual salary of \$101,000, effective February 9, 2023. The motion was seconded by Budmen.

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

Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 8:17 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board