MINUTES
BOARD OF TRUSTEES MEETING
January 9, 2019
Carmen Community Room

Trustees present: Gutierrez, Budmen, Baker, Schapley, Hewitt, and Hluchyj (arrived at 6:38)
Trustees absent: MacLaughlin
Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St.Leger, Clerk to the Board
Others: Staff and community members

REGULAR MEETING

A. CALL TO ORDER
President Gutierrez called the regular meeting to order at 6:30 p.m
B. SALUTE TO THE FLAG
C. CORRESPONDENCE: Thank you note from the Samaritan Center for Mittens, Gloves and Hats.
D. AGENDA CHANGES: none
E. CONSENT AGENDA
   1. Approval of December 12, 2018 Regular Meeting Minutes
   2. Approval of Transfer
      Time was taken by each Trustees to review, audit, and approve all invoices.
      President Gutierrez and Trustee Hewitt reviewed each invoice and corresponding
      account code prior to the meeting.
      Motion by Budmen, second by Baker.
      Aye: Gutierrez, Budmen, Baker, Hewitt.
      Final Resolution: Motion Carried

F. REPORTS TO THE BOARD
1. Staff Report – Joellyn Murry
   ● Murry was appointed as a full time Librarian I in Children’s and Family Services beginning
     January 7, 2019 however, she has worked at LPL as a sub reference Librarian since August
     2017. Murry earned her MLS from SUNY Buffalo, and has many years of library
     experience, most recently as School Librarian for St. Margaret’s and Holy Family.
     Additionally, she has worked in College, Public, and Health Science Libraries in Buffalo
     and Florida, including two years as a Youth Librarian in Broward County Library System
     (FL). When Murry and her family relocated to Central New York she fell in love with LPL
     on her first visit and knew this is where she wanted to work. Her goal is to develop
     programs for older kids since we already do so much for the younger children. Murry loved
     working on the Best Buy Geek Squad Academy last summer and is hoping LPL is selected
     for the program again this year.

2. Financial Report - Morgan
   ● The Budget Status Reports dated 01/02/2019 include the expenditures through December
     and revenues through the end of November. These were previously distributed
     electronically.
• Bank Statements with balance reconciliations from LCSD for October were received and reviewed by the library’s business office. The bank statements are received by Carol Mathews with the reconciliations being done by LCSD’s Michelle Stanton.
• The cash flow reports for the Library reported by LCSD’s Treasurer through October 31, 2018 show a beginning balance, receipts, disbursements, and ending balance. The Board received copies of the Treasurer’s Financial Report showing the cash position by fund.
• The Bill lists from 12/12/2018 through 01/09/2019 totaled $47,456.02
• Discussion followed.

3. President’s Report
   • President Gutierrez attended the volunteer appreciation on Monday which was a very nice event.

4. Director’s Report
   • The Lobby Book sale brought in $2,125.22 in December. The wishing well contained $28.90, gift shop purchases totaled $232.00. The donation box held $370.68, patrons attending movies donated $8.89, and Passport photos generated $120 in revenue.
   • The second-floor office area reorganization will be done the week of January 21st.
   • LCSD Phase 4 project: renovation of the public bathrooms and lobby is slated to begin March 18th and will take approximately 6 weeks.
   • First-floor update:
     o We continue to work with the architect and designer on furniture selection and value engineer current shelving to reduce costs. Construction is tentatively set for May through August.
     o Asbestos testing was completed on January 4th with results expected shortly. Permissible Exposure Limits (PEL) has changed since testing was done 10 years ago making that report invalid.
   • Meeting with LCSD: Don McLaughlin, Dorothy, Martha and Wisniewski met with Dan Henner (LCSD Asst. Supt of Administrative Services), Matthew Enigk, Director of School Business Administration, and CarolAnne Mathews, District Treasurer to discuss procedures going forward since the NYS Comptroller Audit and the role of the Trustees in the Claims Audit process.
   • The NYS Library and PULISDO (Public Library System Directors Organization) have published an updated 2019 edition of Helpful Information for Meeting Minimum Public Library Standards in New York State. A copy was provided to each member of the board.
   • The NYS Comptroller’s Audit requires a Corrective Action Plan (CAP) to be submitted by January 29, 2019.
     • Trustees reviewed and discussed the CAP as presented.
       o **Baker made a motion to accept the Corrective Action Plan second by Hluchyj.**
       Final Resolution: Motion Carried

5. OCPL Report: No report

G. ITEMS FOR ACTION AND DISCUSSION
1. Donation Policy for First Reading.
   Motion to accept the policy for First Reading by Budmen, second by Hewitt.
   Final Resolution: Motion Carried
2. Withdrawal of Library Materials Policy for First Reading.
   Motion to accept the policy for First Reading by Schapley, second by Hluchyj.
   Final Resolution: Motion Carried

3. Personnel Changes
   Motion to accept the personnel changes as presented.

   **RETIEMENTS**
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<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td>Hopper, Martha</td>
<td>Library Clerk III (Business Mng)</td>
<td>1/25/2019</td>
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<tr>
<td>Friedrichs, Annette</td>
<td>Librarian III</td>
<td>1/30/2019</td>
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   **TEMPORARY APPOINTMENTS**
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<tr>
<th>Name</th>
<th>Position</th>
<th>Salary</th>
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<th>End Date</th>
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<tbody>
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<td>Hopper, Martha</td>
<td>Library Clerk III</td>
<td>$29.57/ph</td>
<td>2/4/2019</td>
<td>2/15/2019</td>
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   Motion by Baker, second by Budmen.
   Final Resolution: Motion Carried

   Motion to accept the external audit performed by Insero & Co.
   Motion by Hewitt, second by Schapley.
   Final Resolution: Motion Carried

5. Director’s 2019-20 Budget – First Draft
   The board discussed plans and goals for the 2019-2020 budget.

H. OPEN FORUM:

I. BOARD FORUM: nothing.

J. EXECUTIVE SESSION: none.

K. ADJOURNMENT
   Motion by Budmen to adjourn the meeting, second by Hluchyj.
   Final Resolution: Motion Carried

   The meeting was adjourned at 7:08 p.m.

Respectfully submitted,

Martina St.Leger, Clerk to the Board