



**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

3. Approval of Bills dated December 13, 2018 through January 9, 2019.

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 21<sup>st</sup>.
- LCSD Phase 4 project: renovation of the public bathrooms and lobby is slated to begin March 18<sup>th</sup> and will take approximately 6 weeks.
- First-floor update:
  - 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.
  - Asbestos testing was completed on January 4<sup>th</sup> 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.
    - **Baker made a motion to accept the Corrective Action Plan second by Hluchyj.**  
**Aye: Gutierrez, Baker, Budmen, Hewitt, 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.

Aye: Gutierrez, Baker, Budmen, Hewitt, Hluchyj.

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.  
Aye: Gutierrez, Baker, Budmen, Hewitt, Hluchyj.  
Final Resolution: Motion Carried

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

**RETIREMENTS**

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Hopper, Martha	Library Clerk III (Business Manager)	1/25/2019
Friedrichs, Annette	Librarian III	1/30/2019

**TEMPORARY APPOINTMENTS**

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Start Date</b>	<b>End Date</b>
Hopper, Martha	Library Clerk III	\$ 29.57/ph	2/4/2019	2/15/2019

Motion by Baker, second by Budmen.  
Aye: Gutierrez, Baker, Budmen, Hewitt, Hluchyj.  
Final Resolution: Motion Carried

4. External Audit – Inero & Co.  
Motion to accept the external audit performed by Inero & Co.  
Motion by Hewitt, second by Schapley.  
Aye: Gutierrez, Baker, Budmen, Hewitt, Hluchyj.  
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.

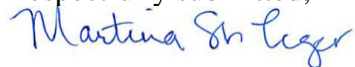
J. EXECUTIVE SESSION: none.

K. ADJOURNMENT

Motion by Budmen to adjourn the meeting, second by Hluchyj.  
Aye: Gutierrez, Baker, Budmen, Hewitt, Hluchyj.  
Final Resolution: Motion Carried

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

Respectfully submitted,



Martina St.Leger, Clerk to the Board