



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**July 11, 2018**  
**Carmen Community Room**

**Trustees present: Gutierrez, MacLaughlin, Hewitt and Hluchyj.**  
**Excused: Baker, Budmen, Schapley,**  
**Staff: G. Wisniewski, Director; S. Reckhow, Asst Director,**  
**D. Morgan, Admin. Asst.; M. St.Leger, Clerk to the Board**

**REGULAR MEETING**

**A. CALL TO ORDER**

Vice President Gutierrez called the regular meeting to order at 6:30 p.m

**B. SALUTE TO THE FLAG**

**C. CORRESPONDENCE:** Note from a patron who loves the library and the summer plantings.

**D. AGENDA CHANGES:** none

**E. CONSENT AGENDA**

1. Approval of June 13, 2018 Regular Meeting Minutes
2. Approval of Monthly Bills for June

Hluchyj made a motion and Hewitt seconded to approve the Consent Agenda. All were in favor.

**F. APPOINTMENTS**

1. Clerk to the Board: Martina St.Leger
2. Treasurer: Carol-Anne Mathews
3. Internal Claims Auditor: Sherry Chaar
4. Official Newspaper: The Post Standard
5. Attorney: Robert Germain of Germain & Germain LLP, legal counsel, Labor Relations and employment matters.
6. Record Access Officer/FOIL officer: Martina St.Leger
7. Records Retention Officer: Martha Hopper

Hewitt made a motion and Hluchyj seconded to accept the appointments as presented. All were in favor.

**G. APPROVAL OF CHASE AND KEY BANK WITH AUTHORIZED SIGNATURES**

MacLaughlin made a motion and Hluchyj seconded to approve both Chase Bank and Key Bank as depositories for library funds. Carol-Anne Mathews, Treasurer of the LCSD, and/or Martha Hopper, LPL Business Manager, as authorized signatures on the bank accounts at Chase and Key Bank. All were in favor.

**H. REPORTS TO THE BOARD**

**1. Financial Report**

- Dorothy Morgan provided a report on the financial status of the library through the end of the 2017-18 fiscal year. Discussion followed.
- LPL was charged back for two Tax Certioraris for Lloyd and HD Development.

## 2. Vice President's Report

- Vice President Gutierrez reported the quilt that had been hanging in the library is now hanging in the Village Hall meeting room where it will be seen by a whole new audience.
- Gutierrez attended the recent buy local event held in the Dinosaur Garden. She said there were many vendors present and a nice selection of goods.

## 3. Director's Report

- The streamlined Lobby Book sale brought in \$2,010.50 in June. The wishing well contained \$18.35, gift shop purchases totaled \$104.55. The donation box contained \$43.37, patrons attending movies donated \$43.35, and Passport photos generated \$60 in revenue.
- Summer reading kickoff a huge success thanks to the efforts of Amanda Schiavulli, the new Coordinator of Children and Family Services, who visited 8 of the 9 Elementary Schools in the district and talked to 3,000 students about the library. The Carman Room was a hive of activity for all the events which included Twistin' Topher making balloon animals and PAWS to Read in the children's room. Currently, 344 unique users have pledged to read 186,000 minutes. This year the decision was made to go with minutes read rather than pages since everyone reads at a different pace.
- Two Librarians brought the book bike and cart to the 3<sup>rd</sup> Annual Summer Learning Day for kids at Destiny USA organized by Literacy Coalition and WCNY. They promoted everything LPL has to offer the community.
- The Onondaga County Executive recently announced the new "Take a Book - Leave a Book" exchange program in eight county parks. LPL was included in the announcement for the initial book donations to start the program. Wisniewski is proud of LPL's contribution to the program.
- Any day now we will begin circulating 'Explore Outdoor Passes' which will be good for admission to county parks such as Oneida Shores, Jamesville Beach, Highland Forest, and Beaver Lake. Admission to the zoo for up to 4 people is also included. The passes are valid through the end of the year. LPL was instrumental in getting the program started.
- Options for the first-floor renovation were discussed, and the board decided to move forward utilizing two companies for the project; Ashley McGraw and Creative Library Concepts.
- We will hold CRASE (Civilian Response to Active Shooter Events) Training Thursday, July 12<sup>th</sup> in the evening and there are openings if anyone would like to attend. The training is conducted by the Village of Liverpool Police Department, and is very well done.

## 4. OCPL Report:

- Mark Carter is the new Administrative Director.
- Joan Brooks is the new FOCL Executive Director, and will be moving ahead with the Gifford Lecture Series.
- Canvas letters went out for a Tech librarian.
- Dedication of the Conference Room in honor of Elizabeth Dailey will be September 12<sup>th</sup>.

I. ITEMS FOR ACTION AND DISCUSSION

1. Surplus List of Obsolete Equipment

Hluchyj made a motion and Hewitt seconded to approve the disposal of obsolete equipment. All were in favor

2. Alfred W. Richberg Fund for Liverpool Public Library Proposal

The library received notification of the distribution amount available (\$13,300) this year from the *Alfred W. Richberg Fund for Liverpool Public Library*. The library is required to submit a proposal documenting how it plans to utilize the annual distribution. This year’s proposal is for inclusive early literacy for pre-k and beyond. Assistant Director, Reckhow provided information on the proposal and which includes materials and training. MacLaughlin made a motion and Hewitt seconded to approve the for and approval. All were in favor

3. Personnel Changes

RESIGNATIONS				
First Name	Last Name	Position	Pay Grade	Effective Date
Lorraine	Krantz	Library Clerk I (part-time)	2	07/09/2018

Hluchyj made a motion and Hewitt seconded to accept the changes as presented. All were in favor

J. OPEN FORUM:

K. BOARD FORUM: There was a discussion regarding fines and either cutting back on or doing away with fines. We should consider removing late fees, but lost and damaged items would still be charged.

MacLaughlin had questions regarding the monthly statistical report and discussion followed. The monthly report is done to provide information for the annual state report.

L. EXECUTIVE SESSION –

Gutierrez stated the need for an executive session to discuss a legal matter. Hluchyj made a motion and MacLaughlin seconded to move into executive session for the previously stated matter. All were in favor. Wisniewski, Reckhow and Morgan were asked to attend. The board moved into executive session at 7:13 p.m. with no action to follow. Hluchyj made a motion to return from executive session at 7:33p.m, seconded by MacLaughlin. All were in favor.

M. ADJOURNMENT

Hewitt made a motion to adjourn and Hluchyj seconded. All were in favor. The meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Martina St.Leger, Clerk to the Board