



MINUTES
BOARD OF TRUSTEES MEETING
July 19, 2022
Carman Community Room

Trustees present: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley
Staff: G. Wisniewski, Director; S. Reckhow, Asst Director; S. Smith, Business Manager;
M. St.Leger, Clerk to the Board, M. Bialczak, Comm. Specialist

REORGANIZATIONAL MEETING 2022-2023

A. CALL TO ORDER

President Budmen called the reorganizational meeting to order at 6:20 p.m.

B. SALUTE TO THE FLAG

C. OATH OF OFFICE: The Oath of Office was administered to Yvette Hewitt, Dennis McLaughlin, and Mary Schapley by President Budmen

D. ELECTION OF OFFICERS: Schapley and Hluchyj representing the Nominating Committee presented the following slate of officers and appointments for 2022-2023:

President: Ashley Gouger

Vice President: John Hluchyj

Secretary: Mary Schapley

Motion by Hewitt second by Baker.

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

Final Resolution: Motion Carried.

E. APPOINTMENTS

1. Clerk to the Board: Martina St.Leger

2. Treasurer: Carol-Anne Mathews

3. Independent Auditor: Insero & Co

4. Claim Auditor: Mark Carter

5. Official Newspaper: The Post Standard

6. Attorney: Robert Germain of Germain & Germain LLP, legal counsel, Labor Relations and employment matters

7. Record Access Officer/FOIL officer: Martina St.Leger

8. Records Retention Officer: Sheila Smith

Motion by Baker to approve the Appointments (1-8) as presented second by Gouger.

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

Final Resolution: Motion Carried.

F. ADOPT 2023 ANNUAL CLOSING CALENDAR

Baker made a motion and Schapley seconded to adopt the 2023 Annual Closing Calendar as presented.

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

Final Resolution: Motion Carried.

G. DESIGNATE MEETING DAYS

Gouger made a motion and Hluchyj seconded to hold the board meetings at 6:30 p.m. on the second Wednesday of every month unless otherwise noted.

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

Final Resolution: Motion Carried

H. SET PETTY CASH-ON-HAND AMOUNT

Hluchyj made a motion and McLaughlin seconded to set the petty cash-on-hand amount at \$200 administered by the Business Manager.

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

Final Resolution: Motion Carried

I. SET MILEAGE REIMBURSEMENT RATE: The standard mileage rate for the use of a car (also vans, pickups or panel trucks) is 62.5 cents per mile for the calendar year 2022. The standard mileage rate is likely to change on January 1, 2023.

Motion by Hewitt to set the reimbursed mileage rate equal to the current business rate as determined and posted by the Internal Revenue Service second by Schapley.

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

Final Resolution: Motion Carried

J. APPROVAL OF CHASE AND KEY BANK WITH AUTHORIZED SIGNATURES

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

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

Final Resolution: Motion Carried

K. APPROVAL OF SALARY SCHEDULE: Civil Service Requirement

Gouger made a motion and Hewitt seconded to approve the Salary Schedule as presented.

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

Final Resolution: Motion Carried

L. TRUSTEE AND ADMINISTRATOR POLICY AFFIRMATION AND DISCLOSURE STATEMENT: Annual Conflict of Interest Policy

All Board Members and the Library Assistant Director were provided with the Conflict of Interest Policy and completed Conflict of Interest statements.

M. ADJOURNMENT

The meeting was adjourned at 6:35 p.m

REGULAR MEETING

A. CALL TO ORDER

President Gouger called the regular meeting to order at 6:35 p.m

B. ACCEPT JUNE MEETING MINUTES

C. CORRESPONDENCE: none

D. AGENDA CHANGES: none

E. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget Status Report through June. These reports were previously distributed electronically.
- Bank Statements through April 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 June 9, 2022, through July 19, 2022.

Budmen made a motion to authorize payment of the audited invoices and approve account transfers. Hluchyj seconded the motion.

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

Final Resolution: Motion Carried

- Insero & Co., the external auditors, have offered two proposals for the annual audit of the Liverpool Public Library; 1. Review Report at a cost of \$8,500 or 2. Full accounts audit at a cost of \$12,000. The board had a discussion regarding what was included with each option.

Baker made a motion to have Insero & Co. perform a full audit at a cost of \$12,000. Budmen seconded the motion.

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

Final Resolution: Motion Carried

2. President's Report: no report

3. Director's Report

- Book donations were opened to the public from July 1st through 14th and went very well. We had 40 people volunteer to sort the donations this past Saturday. Approximately 60 boxes are ready for the September book sale in the Carman Room. We will continue to accept donations the 1st two weeks of each month and then hold smaller book sales quarterly with adjustments made as needed.
- The Richberg Grant will be presented to the Board for approval in September. The grant is usually approved in August, but the Community Foundation granted an extension to this year's award which is \$14,000. Reckhow is investigating recommendations of the Inclusion Innovation Team for adaptive technologies.
- Reckhow provided an update on the status of the 'Pool Pass program. Solutions to the pin issue have been identified and the program will be ready for the students when school begins in the fall.
- Reckhow also provided information on converting the LPL2Go van with mobile technologies made possible with an ARPA Grant facilitated by CLRC.
- Baker suggested working with local VITA offices, and medical providers regarding the LPL2GO van's schedule for patients who may want to schedule a telehealth appointment.
- Wisniewski thanked the board for the reception in her honor which she said was humbling and overwhelming. The Board gave Wisniewski a standing ovation at the conclusion of her 84th report as Director.

4. OCPL Report: no report

5. Trustee Advisory Council: no report

F. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Roberts, Meghan	Librarian 1 (ptan)	6/17/2022
Lajoie, Priscilla	Library Clerk 1 (ptan)	7/1/2022

APPOINTMENTS

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Ross, Sarah	Librarian 1	\$21.98 p/h	7/18/2022
Lahiri, Saptarshi	Librarian 1	\$21.98 p/h	7/18/2022
Pickard, William	Guard (pt)	\$16.00 p/h	7/1/2022

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

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

Final Resolution: Motion Carried

2. By-Laws for Second Reading and Final Approval

Motion by Budmen to approve the By-Laws for second reading and final approval and second by Hewitt.

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

Final Resolution: Motion Carried

3. Cooperative Energy Purchasing Service for Electricity - Resolution

Budmen made a motion and McLaughlin seconded to pass the resolution.

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

Final Resolution: Motion Carried

G. OPEN FORUM: no comments

H. BOARD FORUM: Baker stated it has been a pleasure working with Wisniewski.

I. EXECUTIVE SESSION – Executive Session

Gouger stated the need for an executive session to discuss a legal matter with action to follow.

Hluchyj made a motion and McLaughlin seconded to move into executive session for the previously stated matter.

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

Final Resolution: Motion Carried

Wisniewski, Reckhow and Smith were asked to attend.

The board moved into executive session at 7:10 p.m. with action to follow.

Hewitt made a motion to return from executive session at 8:17 p.m, seconded by Budmen.

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

Final Resolution: Motion Carried

Budmen made a motion to appoint Susan Reckhow as Interim Director of the Liverpool Public Library beginning August 1, 2022, at a salary of \$101,000 until a permanent Director has been appointed. seconded by Hluchyj.

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

Nay: Baker

Final Resolution: Motion Carried

Gouger appointed Baker and Hluchyj to a committee to interview candidates for Director.

J. ADJOURNMENT: The meeting was adjourned at 8:22 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board

**RESOLUTION AUTHORIZING PARTICIPATION IN
COOPERATIVE ENERGY PURCHASING SERVICE
(NYSMEC) FOR ELECTRICITY**

WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, Liverpool Public Library (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED, that this Board hereby determines that it is in the interests of the Liverpool Public Library to participate in the NYSMEC, and authorizes and directs Sheila Smith (insert name or title of Participant representative) to sign the Agreement/and or the Billing Schedule and Agreement for electricity on its behalf; and

BE IT FURTHER RESOLVED, that this Board authorizes the Administrative Participant (as defined in the Agreement) to execute and deliver a binding contract on behalf of this Board for the purchase of natural gas for this Participant from the awarded vendor for a term continuing through April 30, 2024, pursuant to the terms of the awarded vendor contract including a fixed price which shall be determined in accordance with the awarded vendor contract as adjusted based on market conditions on the day such contract is executed and delivered; and

BE IT FURTHER RESOLVED, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately.

I certify that the foregoing resolution was duly adopted by the governing body of the municipal corporation named therein at a duly convened meeting thereof, held upon due notice and in accordance with all applicable laws, charters, by-laws and ordinances, including but not limited to the Open Meetings Law, as follows:

Date of Meeting: 7/19/2022

Vote: Yes 7 No 0
Martina Schlegel
Clerk of governing body
of municipal Participant

Abstaining/Absent 0
7/19/2022
Date

