



MINUTES
BOARD OF TRUSTEES SPECIAL MEETING
July 11, 2024
Carman Community Room

Trustees present: Budmen, Hewitt, Hluchyj, McLaughlin, Wood.
Staff: S. Reckhow, Director; A. Borelli, Asst. Director; S. Smith, Business Manager;
C. Reynolds, Clerk to the Board

REORGANIZATIONAL MEETING 2024-2025

A. CALL TO ORDER

Vice President Hluchyj called the reorganizational meeting to order at 10:02 a.m.

B. SALUTE TO THE FLAG

C. ELECTION OF OFFICERS: Hluchyi and Hewitt representing the Nominating Committee presented the following slate of officers and appointments for 2024-2025:

President: Dennis McLaughlin

Vice President: Kay Budmen

Secretary: Yvette Hewitt

Motion by Hewitt to elect the slate of officers as presented and seconded by Hluchyi.

Aye: Budmen, Hewitt, Hluchyj, McLaughlin, Wood.

Final Resolution: Motion Carried.

D. APPOINTMENTS

1. Clerk to the Board: Colette Reynolds

2. Treasurer: Carol-Anne Mathews

3. Interim Treasurer: Roxanne Bovee as of July 30th 2024

4. Deputy Treasurer for Liverpool Public Library: Sheila Smith

5. Independent Auditor: Insero & Co

6. Claims Auditor: Mark Carter

7. Official Newspaper: The Post Standard

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

9. Record Access Officer/FOIL officer: Colette Reynolds

10. Records Retention Officer: Sheila Smith

Motion by Budmen to approve the Appointments as stated and the \$40 per hourly rate for the Claims Auditor second by McLaughlin.

Aye: Budmen, Hewitt, Hluchyj, McLaughlin, Wood.

Final Resolution: Motion Carried.

E. ADOPT 2025 ANNUAL CLOSING CALENDAR

Wood made a motion and Hewitt seconded to adopt the 2025 Annual Closing Calendar as presented.

Aye: Budmen, Hewitt, Hluchyj, McLaughlin, Wood.

Final Resolution: Motion Carried.

F. DESIGNATE MEETING DAYS

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

Aye: Budmen, Hewitt, Hluchyj, McLaughlin, Wood.

Final Resolution: Motion Carried.

G. SET PETTY CASH-ON-HAND AMOUNT

Hluchyj asked if \$200 was enough, suggested petty cash be amended to \$300. Budmen made a motion and Hewitt seconded to set the petty cash-on-hand amount at \$300 administered by the Business Manager.

Aye: Budmen, Hewitt, Hluchyj, McLaughlin, Wood.

Final Resolution: Motion Carried.

H. SET MILEAGE REIMBURSEMENT RATE: The standard mileage rate for the use of a car (also vans, pickups or panel trucks) is .67 cents per mile for the calendar year 2024. The standard mileage rate is likely to change on January 1, 2025.

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

Aye: Budmen, Hewitt, Hluchyj, McLaughlin, Wood.

Final Resolution: Motion Carried.

I. APPROVAL OF CHASE AND KEY BANK WITH AUTHORIZED SIGNATURES

Wood made a motion and Budmen seconded to approve both Chase Bank and Key Bank as depositories for library funds. Carol-Anne Mathews, Treasurer, Roxanne Bovee, Interim 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, Hewitt, Hluchyj, McLaughlin, Wood.

Final Resolution: Motion Carried.

J. APPROVAL OF SALARY SCHEDULE: Civil Service Requirement

Wood made a motion and Budmen seconded to approve the Salary Schedule as presented.

Aye: Budmen, Hewitt, Hluchyj, McLaughlin, Wood.

Final Resolution: Motion Carried.

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

All present Board Members and Management Confidential employees were provided with the Conflict of Interest Policy and completed Conflict of Interest statements.

L. ADJOURNMENT

The meeting was adjourned at 10:27 a.m.

REGULAR MEETING

A. CALL TO ORDER

President McLaughlin called the regular meeting to order at 10:28 a.m.

B. ACCEPT JUNE REGULAR MEETING MINUTES

C. CORRESPONDENCE: none

D. AGENDA CHANGES: none

E. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget Status Reports through June. These reports were previously distributed electronically.
- Bank Statements through April 2024 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 13, 2024, through July 10, 2024.

Budmen made a motion to authorize payment of the audited invoices. Hluchyj seconded the motion.

Aye: Budmen, Hewitt, Hluchyj, McLaughlin, Wood.

Final Resolution: Motion Carried

2. President's Report: McLaughlin thanked President Gouger and Vice President Hluchyj for their service.

3. Director's Report

- The library has been incredibly busy especially since the launch of Summer Reading.
- The focus has been on networking with Liverpool Schools and Summer Reading.
- Reckhow is very pleased with the Impact Report and how it highlights what LPL does for the community.
- Reckhow discussed some of the plans for Staff Development Day and how each department will work on implementing our Strategic Plan.
- Reading Buddies grant has been received. This program is a wonderful partnership with LCSD to help young students improve their reading skills while giving Early Education teen volunteers experience in their field of interest.
- Our new employees have been a big help with summer programs. E. Martin, K. Storey and J. Godly all bring unique areas of expertise to each program.

4. OCPL Report:

- Reckhow is very pleased to have been selected as part of Strategic Plan focus group and is looking forward to seeing what can be addressed together as a system.

5. Trustee Advisory Council:

- Hluchyj will reach out to have Budmen added to Councils email list.

F. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

	Name	Position	Salary	Effective Date
Resignation	Riccardo, Amanda	Librarian 1	\$48,811.59	7/01/2024
Termination	Johnson, Michael	Cust. Worker 1	\$16.96 p/h	6/18/2024

Motion by Budmen to accept the Personnel Changes as presented second by Wood.

Aye: Budmen, Hewitt, Hluchyj, McLaughlin, Wood.

Final Resolution: Motion Carried

2. Surplus List

ID #	Date Acquired	Item Description	Reason for Surplus
23447	12/17/2015	Dell Optiplex 9020	old, will not support modern Operating systems
23452	03/18/2015	Dell Optiplex 9020	old, will not support modern Operating systems
23453	03/18/2015	Dell Optiplex 9020	old, will not support modern Operating systems
23455	03/18/2015	Dell Optiplex 9020	old, will not support modern Operating systems
23462	06/08/2015	iMac, 21.5"	old, will not support modern Operating systems
23476	06/17/2015	Dell Optiplex	old, will not support modern Operating systems

Wood made a motion to accept the surplus list as presented, second by Hluchyj.

Aye: Budmen, Hewitt, Hluchyj, McLaughlin, Wood

Final Resolution: Motion Carried

3. Strategic Plan

Motion by Hluchyj to accept the Strategic Plan and purpose statement, seconded by Mclaughlin.

Aye: Budmen, Hewitt, Hluchyj, McLaughlin, Wood

Final Resolution: Motion Carried

4. Staff Development Day Closing

Board approves closing the Library all day, Thursday September 5, 2024 for Staff Development Day.

5. Election Day Closing

Board requests this action item be added to September agenda.

6. Privacy Policy for second reading and final approval

Motion to approve the policy for second reading and final approval by Hewitt second by Hluchyj.

Aye: Budmen, Hewitt, Hluchyj, McLaughlin, Wood

Final Resolution: Motion Carried

7. Surplus Furniture & Equipment for second reading and final approval

Motion to approve the policy for second reading and final approval by Budmen second by Hluchyj.

Aye: Budmen, Hewitt, Hluchyj, McLaughlin, Wood

Final Resolution: Motion Carried

G. OPEN FORUM: Mclaughlin commented on how Liverpool Public Library was mentioned on Jeopardy.

H. BOARD FORUM: Trustee Wood shared that he has recently accepted a school librarian position at Blodgett Middle School. He is very excited for this opportunity and looking forward to starting the school year.

I. EXECUTIVE SESSION –

McLaughlin stated the need for an executive session to discuss a legal matter Budmen made a motion and Hluchyj seconded to move into executive session for the previously stated matter.

Aye: Budmen, Hewitt, Hluchyj, McLaughlin, Wood

Final Resolution: Motion Carried

The board moved into executive session at 11:13 a.m. with no action to follow.

Budmen made a motion to return from executive session at 11:44 a.m., seconded by Hluchyj.

Aye: Budmen, Hewitt, Hluchyj, McLaughlin, Wood

Final Resolution: Motion Carried

J. ADJOURNMENT: The meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Colette Reynolds

Colette Reynolds, Clerk to the Board