



**MINUTES
BOARD OF TRUSTEES MEETING**

June 12, 2019

Meeting Room at Village of Liverpool Hall, 310 Sycamore St., Liverpool

Trustees present: MacLaughlin, Budmen, Hewitt, Hluchyj, and Schapley

Trustees absent: Gutierrez and Baker

Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St.Leger, Clerk to the Board

Others: Staff

REGULAR MEETING

A. CALL TO ORDER

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

B. SALUTE TO THE FLAG

C. CORRESPONDENCE:

- Helen Garbooshian obituary requesting contributions in her memory be made to LPL.

D. AGENDA CHANGES: none

E. CONSENT AGENDA

1. Approval of May 8, 2019 Regular Meeting and May 22, 2019 Special Meeting Minutes
2. Approval of Bills dated May 8, 2019 through June 12, 2019.
3. Transfers

Time was taken by each Trustee to review, audit, and approve all invoices. Shapley reviewed each invoice and corresponding account code prior to the meeting.

Motion by Budmen second by Hluchyj.

Aye: MacLaughlin, Budmen, Hewitt, Hluchyj, Shapley.

Final Resolution: Motion Carried

F. REPORTS TO THE BOARD

1. Staff Report – Heather Highfield

Highfield joined the library staff on June 10, 2019 in the role of Systems Librarian. Most recently Highfield was the Discovery and Delivery Systems Librarian at Hamilton College. Previously experience includes various positions at OCPL, and customer support and database migration at Innovative Interfaces (Polaris). Highfield brings a great deal experience to the position and noted she has worked with several LPL staff in the past and is happy to be here.

2. Financial Report - Morgan

- The Budget Status Reports dated 6/3/2019 include most of the expenditures through May and revenues through the end of April. These were previously distributed electronically.
- Bank Statements through March 31, 2019 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 Carol Mathews with the reconciliations being done by LCSD's Michelle Stanton. Both statements were on hand

- The cash flow reports for the Library reported by LCSD’s Treasurer through March 31, 2019 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 with invoices from 5/8/2019 through 6/12/2019 totaling \$ 223,979.43 were reviewed, audited, and approved by the Board.
 - Discussion followed.
3. Vice President’s Report – no report
4. Director’s Report
- The Lobby Book sale brought in \$527.50 in May. The wishing well contained \$39.92, gift shop purchases totaled \$49.25. The donation box held \$46.80, patrons attending movies donated \$11.33, and Passport photos generated \$30 in revenue.
 - Renovation update: Shelving has been ordered. Fabrics and finishes have been finalized. The lobby is nearly complete and due to open June 21.
 - The annual book sale will not be held this year due to the timing of the renovations.
 - Wisniewski attended two sessions regarding the 2020 census and the impact on libraries and community organizations. The goal is to count everybody, once. Census participation is very important.
 - LCSD Education 2020 committee has a survey going out with replies due July 1. Paper copies will be available in the library and school buildings.
5. OCPL Report: Current Director is retiring in July. No update on a new director.

G. ITEMS FOR ACTION AND DISCUSSION

1. Budget vote results for 2019-2020 Proposition 5 Liverpool Public Library funding:
PASSED YES: 1062 NO: 241
 MacLaughlin was pleased with the margin of approval. Discussion followed.

2. Repeal of Property Tax Cap Override
 Whereas, the Liverpool Public Library Board of Trustees made a resolution to Override the Property Tax Cap for the 2019-2020 budget.

The Liverpool Public Library Board of Trustees hereby repeals the resolution dated February 13, 2019.

Motion by Hluchyj to repeal the tax cap override second by Shapley.
 MacLaughlin, Budmen, Hewitt, Hluchyj, Shapley
 Final Resolution: Motion Carried

3. Personnel Changes

APPOINTMENTS

Name	Position	Salary	Start Date
Monetti, Antonio	Custodial Worker I (PTAN)	\$12.50 p/h	6/4/2019

PROMOTION

Name	Position	Salary	Start Date
Murry, Joellyn	Librarian II	\$26.10 p/h	5/27/2019

RETIREMENT

Name	Position	Effective Date
Dailey, Annika	Custodian II	4/26/2019

RESIGNATION

Name	Position	Effective Date
Miller-Bialczak, Karen	Library Clerk I (PTAN)	5/25/2019

TERMINATION

Name	Position	Effective Date
O'Toole, Elizabeth	Library Clerk I (PTAN)	5/15/2018

Motion to accept the personnel changes as presented by Budmen, second by Hluchyj.
MacLaughlin, Budmen, Hewitt, Hluchyj, Shapley.
Final Resolution: Motion Carried

4. 2020 Closing Calendar for First Reading

Motion to accept the 2020 Closing Calendar for first reading by Budmen, second by Shapley
Aye: MacLaughlin, Budmen, Hewitt, Hluchyj, Shapley.
Final Resolution: Motion Carried

5. Board Nominating Committee for 2019-2020 Officers

Hewitt and Schapley were appointed to the Board Nominating Committee.

6. Smoking Policy for First Reading.

Motion to accept the smoking policy for first reading by Shapley and second by Budmen.
Discussion followed.
Aye: MacLaughlin, Budmen, Hewitt, Hluchyj, Shapley.
Final Resolution: Motion Carried

H. OPEN FORUM: nothing

I. BOARD FORUM:

- Budmen let the board know she has pursued an open position on the Board of Library Trustees Association of NYS.

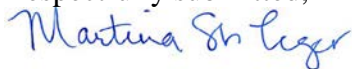
J. EXECUTIVE SESSION: none

K. ADJOURNMENT

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

The meeting was adjourned at 7:16 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board