



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**March 7, 2018**  
**Carmen Community Room**

**Trustees present: Spadafore, Budmen, Gutierrez, Hewitt, Hluchyj, MacLaughlin, Schapley.**  
**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 Spadafore called the regular meeting to order at 6:30 p.m.

**B. SALUTE TO THE FLAG**

**C. CORRESPONDENCE:**

- Thank you note from Defenders of Wildlife for hosting a film screening.

**D. AGENDA CHANGES:**

**E. CONSENT AGENDA**

1. Approval of February 14, 2018 Regular Meeting Minutes.
2. Approval of Monthly Bills for February.

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

**F. REPORTS TO THE BOARD**

**1. Financial Report**

- Morgan provided an update to the board regarding the current year revenue and expense statements and a forecast of expected expenses and revenues.

**2. President's Report**

- no report.

**3. Director's Report**

- The Lobby Book sale brought in \$1,816.70 in February, while the wishing well had \$41.84. The gift shop sales totaled \$67.25, the donation box contained \$77.29 which includes \$43.15 in donations from patrons attending movies. Passport photos generated \$110.
- Staff Development Day will be held Tuesday, April 10<sup>th</sup> at Beaver Lake Nature Center. In the morning, Johannes Neuer, Director of Customer Experience at NY Public Library, will give a presentation on customer service excellence. Ginny Biesiada from the Pioneer Companies, and the OCPL Library Board of Trustees, will give a presentation in the afternoon on the topic of sexual harassment. Lunch will be catered, and there will be time for staff to enjoy a walk along the trails. During the midday break we will give out the annual service awards and the Dolores Turcotte Customer Service Peer Award. Trustees are welcome to attend.
- The Village of Liverpool Police Department has three officers who are certified instructors for active shooter training. We will work with Chief Morris to set up training for library staff. We may have to close the library for a half day. There was a discussion regarding the best location for security in the new floor plan.

- Governor Cuomo recently signed an amendment to Civil Service Law sections 159-b and 159-c which allows public employees up to 4 hours of administrative leave each year for cancer screenings. The list of eligible cancer screenings has been expanded.
- Stephanie Zwolinski, Systems Librarian has announced her retirement. Zwolinski has been with LPL over 10 years and will be leaving at the end of April. The search for a replacement has begun.
- A patron donated two children's Ikea 'Egg' chairs which her children have out grown. The chairs have proven to be a popular addition to the Children's room.
- Two updates regarding the smoke issue:
  - Zero Draft recommended sealing all the cracks on the south facing wall to minimize any smoke coming into the building and should reduce energy costs. The work was completed at the end of February.
  - CSEA is sending an industrial hygienist to measure the air quality on the 2<sup>nd</sup> floor.
- Wisniewski attended the Library Advocacy Day in the state capital on Wednesday, February 28<sup>th</sup> which was coordinated by New York Library Association. Wisniewski met with Assembly representatives Stirpe, Magnarelli, and Hunter. State Senator Griffo, and staff members for Senator DeFrancisco.
- Budmen thanked Wisniewski for attending the Bresnahan Award Ceremony where one student spoke about what the library has meant to her.

4. OCPL Report:

- OCPL has announced the appointment of Janet Park as the executive Director effective immediately.
- City of Syracuse Mayor, Ben Walsh attended the re-opening OCPL Betts where he was presented with a photo of his grandfather taken 50 years ago at the opening of the library.
- OCPL will participate in the St. Patrick's parade with their newly wrapped van.

G. ITEMS FOR ACTION AND DISCUSSION

1. Corporate Sponsorships and Affiliate Agreement Policy for Second Reading and Final Approval. Gutierrez made a motion and Budmen seconded to approve the policy for second reading and final approval. All were in favor. Motion carries.
2. Grievance Statement for Second Reading and Final Approval. Hewitt made a motion and Schapley seconded to approve the policy for second reading and final approval. All were in favor. Motion carries.
3. Personnel  
Budmen made a motion and Hluchyj seconded to approve the personnel changes as presented.

APPOINTMENT				
First Name	Last Name	Position	Pay Grade	Effective Date
Amanda	Schiavulli	Librarian II	12	03/19/2018

All were in favor. Motion carries.

4. 2017 Annual Report for Public and Association Libraries  
Gutierrez made a motion and Schapley seconded to accept the report as submitted. All were in favor; motion carried.
5. Director's Budget Proposal.  
A third draft of the 2018-2019 budget was presented to the board for review and discussion.

6. Trustee seats.

There is one open board seat this year. The opening will be published in the library and all social media. Petitions can be picked up at the LCSD District office beginning March 19<sup>th</sup> and must be returned by Monday, April 16.

H. Open Forum:

- A patron spoke to the board about how much he uses LPL and is amazed at all that is offered here. He stated the library is a great asset to the community.
- Trustee Schapley and her husband will be the presenters of the Armchair Traveler program on April 26. They will talk about their recent trip to Antarctica.
- A patron suggested reaching out to the homeschoolers to see if there is interest in attending the Library Advocacy Day next year.

I. BOARD FORUM:

- Budmen wanted to thank LPL Librarian McGregor for all her hard work with the Best Buy Geek Squad Academy application. LPL and LCSD were again selected for a summer academy which will be held at LMS in July. We are very excited and know how much the Geek Squad enjoyed working with LPL and LCSD.
- Budmen reported the recipient of the 2018 Bresnahan Book Award is Winnie: The True Story of the Bear Who Inspired Winnie-the-Pooh written by Sally M. Walker and illustrated by Jonathan D. Voss.
- President Spadafore expressed his thoughts regarding past criticisms of the library budget being too heavy on personnel which annoys him. LPL is a great library because of the staff. He went on to say this is what a library is, the collection, and the people. Great stories and great people. A library cannot be compared to town or village government. We have to recognize that people is what makes the library run so well.
- Schapley supported Spadafore's sentiments and stated staff is needed to provide good customer service.

J. EXECUTIVE SESSION –

Spadafore stated the need for an executive session to discuss personnel and security matters with no action to follow. Hluchyj made a motion and Hewitt seconded to move into executive session for the previously stated matter. All were in favor. Wisniewski was asked to attend. The board moved into executive session at 7:22 p.m. with no action to follow.

Shapley made a motion to return from executive session at 7:49 p.m, seconded by Hewitt. All were in favor.

K. ADJOURNMENT

Shapley made a motion to adjourn and Gutierrez seconded. All were in favor. The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

*Martina St. Leger*

Martina St. Leger, Clerk to the Board