MINUTES
BOARD OF TRUSTEES MEETING
March 13, 2019
Carmen Community Room

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

REGULAR MEETING

A. CALL TO ORDER
   President Gutierrez called the regular meeting to order at 6:30 p.m

B. SALUTE TO THE FLAG

C. CORRESPONDENCE: none

D. AGENDA CHANGES: none

E. CONSENT AGENDA
   1. Approval of February 13, 2019 Regular Meeting Minutes
      Time was taken by each Trustees to review, audit, and approve all invoices. Schapley
      and Gutierrez reviewed each invoice and corresponding account code prior to the
      meeting.
      Motion by Hluchyj, second by Schapley.
      Aye: Gutierrez, MacLaughlin, Budmen, Baker, Hewitt, Hluchyj, Schapley
      Final Resolution: Motion Carried

F. REPORTS TO THE BOARD
   1. Staff Report – Kathryn Whitney
      • Whitney is the new Coordinator for User Experience at LPL. She has her MLS from Syracuse
        University and has a great deal of library experience, having spent the last 19 years as a
        manager at the Central Branch of OCPL. Whitney is very happy to be here at LPL and excited
        about the opportunities ahead.

   2. Financial Report - Morgan
      • The Budget Status Reports dated 03/04/2019 include the expenditures through February and
        revenues through the end of January. These were previously distributed electronically.
      • Bank Statements through December 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.
      • The cash flow reports for the Library reported by LCSD’s Treasurer through December 31,
        2018 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 02/13/2019 through 03/13/2019 totaling $ 41,282.04 were
        reviewed, audited, and approved by the Board.
      • Tax certiorari discussion followed.
3. President’s Report
   • No report

4. Director’s Report
   • The Lobby Book sale brought in $2,167.45 in February. The wishing well contained $39.31, gift shop purchases totaled $48.65. The donation box held $53.35, patrons attending movies donated $10, and Passport photos generated $220 in revenue.
   • The LPL Employee Handbook has been edited and sent to legal for review and will be presented to the board for acceptance at the April meeting.
   • Due to the renovations, the Board meetings will have to move. We have contacted the Village of Liverpool about using their meeting room. The Village Board will need to approve use of the space at their next meeting, Monday, March 18, 2019.
   • First-floor update:
     o Work on the Children’s bathroom has begun. The asbestos abatement was completed without incident and an air quality report has been received. Framing of the new bathroom has begun. An issue was discovered when work began on the floor in the vestibule. Remedial work has begun to reinforce the supports. There may be additional work needed on the sidewalk. This discovery should not delay the project.
     o Still waiting for word from SED to approve the renovation. Meanwhile we are securing quotes for moving and storage of the book collection.
   • Staff Development Day is set for April 30 and will be held at the Beaver Lake Nature Center. Trustees are welcome to attend all or part of the day. The day’s agenda and topics will be forwarded to the Board.
   • Budmen and McGregor made a presentation on this year’s Geek Squad Academy grant from Best Buy worth $80,000 to the LCSD this past Monday. Wisniewski and Chestnut Hill Elementary Principal Todd Bourcy were also in attendance. The Best Buy academy is returning for the third straight year and has been held in a different location each year thereby tapping into a different audience. This year the academy will be held July 17th and 18th at Chestnut Hill Elementary. The return of the academy speaks volumes to the efforts of Budmen and McGregor and their success with the program. This program is a wonderful example of the Library and the school district working together.
   • The LCSD Education 2020 initiative meetings continue. An informative video is being developed with a goal to present data and survey results to the public in a relatable manner.

5. OCPL Report: There are two finalists for the position of Executive Director. An announcement is expected at the March 20th Board of Trustees Meeting.

G. ITEMS FOR ACTION AND DISCUSSION
1. Adopting New Board Policies Policy for First Reading.
   Motion to accept the policy for First Reading by Budmen, second by Baker.
   Aye: Gutierrez, MacLaughlin, Budmen, Baker, Hewitt, Hluchyj, Schapley.
   Final Resolution: Motion Carried

2. Inventory Policy for First Reading.
   Motion to accept the policy for First Reading by Baker, second by Schapley
   Aye: Gutierrez, MacLaughlin, Budmen, Baker, Hewitt, Hluchyj, Schapley.
   Final Resolution: Motion Carried

   Be it resolved, that the Liverpool Public Library Board of Trustees authorizes the District Treasurer of the Liverpool Central School District to close the Trust Fund
Account TE 201-KY. The remaining account balance of $493.35 is to be added to Revenue Account 2705-000 Gifts and Donations.
Motion by Budmen, second by Hluchyj.
Aye: Gutierrez, MacLaughlin, Budmen, Baker, Hewitt, Hluchyj, Schapley.
Final Resolution: Motion Carried

4. Surplus Furniture and Equipment List
Motion by Baker to accept the surplus furniture and equipment list as presented, second by Hewitt.
Aye: Gutierrez, MacLaughlin, Budmen, Baker, Hewitt, Hluchyj, Schapley
Final Resolution: Motion Carried

5. Personnel Changes
Motion to accept the personnel changes as presented.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southwick, Brandon</td>
<td>Security Guard (PTAN)</td>
<td>3/11/2019</td>
</tr>
<tr>
<td>Hewitt, Britney</td>
<td>Library Clerk II</td>
<td>2/28/2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Salary</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whitney, Kathryn</td>
<td>Librarian III</td>
<td>$61,500</td>
<td>3/11/2019</td>
</tr>
<tr>
<td>Hyde, Jeremy</td>
<td>Security Guard (PTAN)</td>
<td>$14 p/h</td>
<td>2/21/2019</td>
</tr>
<tr>
<td>Reid, Lonnell</td>
<td>Custodial Worker I (PTAN)</td>
<td>$12.50 p/h</td>
<td>2/20/2019</td>
</tr>
<tr>
<td>Wheeler, Tammy</td>
<td>Custodial Worker I (PTAN)</td>
<td>$12.50 p/h</td>
<td>2/19/2019</td>
</tr>
</tbody>
</table>

Motion by Baker, second by McLaughlin.
Aye: Gutierrez, MacLaughlin, Budmen, Baker, Hewitt, Hluchyj, Schapley
Final Resolution: Motion Carried

6. Director’s 2019-20 Budget – Third Draft
The board discussed plans and goals for the 2019-2020 budget.

7. Board of Trustees Election
Discussion regarding library budget election on May 21, 2019. There are no open seats.

H. OPEN FORUM: nothing

I. BOARD FORUM: Budmen asked if the Library would be participating in the Liverpool Memorial Day Parade this year. Baker asked for an update on the smoke issue. The neighbor has not been burning wood this winter so there has not been a problem.

J. EXECUTIVE SESSION: none

K. ADJOURNMENT
Motion by Baker to adjourn the meeting, second by Hluchyj.
Aye: Gutierrez, MacLaughlin, Budmen, Baker, Hewitt, Hluchyj, Schapley.
Final Resolution: Motion Carried
The meeting was adjourned at 7:36 p.m.

Respectfully submitted,
Martina St.Leger, Clerk to the Board