



MINUTES
BOARD OF TRUSTEES MEETING
March 12, 2025
Carman Community Room

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

REGULAR MEETING

- A. CALL TO ORDER: President McLaughlin called the meeting to order at 6:30 p.m.
- B. SALUTE TO THE FLAG
- C. ACCEPT FEBRUARY MEETING MINUTES
- D. CORRESPONDENCE: Thank you card from patron who is very appreciative of the professional and polite staff.
- E. AGENDA CHANGES:
- F. REPORTS TO THE BOARD
 1. Financial Report
 - The Board received the Revenue and Budget Status Reports through February. These reports were previously distributed electronically.
 - Bank Statements through December 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.
 - Board members have reviewed each invoice for the period of February 13, 2025, through March 12, 2025.

Gouger made a motion to authorize payment of the audited invoices second by Budmen.
Aye: Budmen, Gouger, Heaslip, Hewitt, Mainville, McLaughlin, Wood.
Final Resolution: Motion Carried
 2. President's Report: President McLaughlin thanked the Board members that volunteered to audit invoices.
 3. Director's Report
 - Senator Chris Ryan visited the library last month. He is very supportive of libraries and education. His office will be setting up open office hours in our lobby.
 - LPL has received a \$40,000 grant increase for the Early Literacy Vehicle.
 - LPL will host the Bresnahan Awards on April 9th. Guest readers including Mayor Stacy Finney and County Executive Ryan McMahan.
 - Registration for the OHA Voices & Votes opening reception is open. LPL will host the opening reception on April 24th at 5:30pm. Programming in partnership with this exhibit has been planned.
 - Liverpool has received a grant of \$5,350 from the Literacy Coalition of Onondaga County to expand the Reading Buddies program.
 4. OCPL- Amanda Perrine has been appointed to the OCPL Executive Director position.

5. Trustee Advisory Council: none

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

PROMOTION

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Brett Reif	Librarian Assistant	\$42,500.00	3/3/25
Meaghan Reilly	Librarian I	\$46,000.00	3/3/25

APPOINTMENTS

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Joshua Champlin	Administrator of Facilities & Safety	\$76,500.00	3/10/25

RETIREMENT

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
John Hibbert	LAN Tech	4/25/25

Motion to approve the personnel changes as presented by Budmen second by Gouger.

Aye: Budmen, Gouger, Heaslip, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

2. NYS Annual Report for Public and Association Libraries

Motion to accept the 2024 Annual Report as presented by Mainville second by Heaslip.

Aye: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Mainville, Wood

Final Resolution: Motion Carried

3. Borrower Cards Policy for Third Reading and Final Approval.

Motion to accept the policy for third reading and final approval by Wood seconded by Gouger.

Aye: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Mainville, Wood

Final Resolution: Motion Carried

4. Records Retention Policy for First Reading.

Motion to accept the policy for first reading by Gouger seconded by Mainville.

Aye: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Mainville, Wood

Final Resolution: Motion Carried

5. Donation Policy for First Reading

Motion to accept the policy for first reading by Gouger seconded by Hewitt.

Aye: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Mainville, Wood

Final Resolution: Motion Carried

6. 2025- 2026 Budget- Final Draft

The final draft of the 2025-2026 budget was discussed.

Budmen made a motion to approve the Director's 2025- 2026 budget as presented in the amount of \$4,610,500.00 and was seconded by Mainville.

Aye: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Mainville, Wood

Final Resolution: Motion Carried

7. Board of Trustees Election

Petition packets are available at the District Office, 195 Blackberry Rd. Candidates will need to secure 30 signatures from residents of the Liverpool Central School District. Petitions must be returned by Monday, April 21st at 5pm.

H. OPEN FORUM: none

I. BOARD FORUM:

- Board members discussed plans for the Bresnahan Awards gift basket

J. EXECUTIVE SESSION –

McLaughlin stated the need for an executive session to discuss a contractual matter with potential action to follow. Budmen made a motion and Gouger seconded to move into an executive session at 7:15 p.m. Reckhow was asked to attend.

Aye: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Mainville, Wood
Final Resolution: Motion Carried

Gouger made a motion to return from executive session at 7:36 p.m., seconded by Mainville.

Aye: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Mainville, Wood
Final Resolution: Motion Carried

Wood made a motion to amend the Management Confidential Agreement to award the Assistant Library Director III and the Administrative Assistant for Business & Personnel a 7.4% salary increase effective 3/10/2025, seconded by Mainville.

Aye: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Mainville, Wood
Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 7:42 p.m.

Respectfully submitted,

Colette Reynolds

Colette Reynolds, Clerk to the Board