

**MINUTES
REGULAR MEETING
LIVERPOOL PUBLIC LIBRARY
January 6, 2016**

**Trustees present: Dodge, Spadafore, Dunstone, Alessio, Bowers, and Spado.
Excused: MacLaughlin
Staff: G. Wisniewski, Director; M. St.Leger, Clerk to the Board
Others: Staff**

REGULAR MEETING

A. CALL TO ORDER

President Dodge called the regular meeting to order at 6:31 p.m.

B. SALUTE TO THE FLAG

C. CORRESPONDENCE: none

D. AGENDA CHANGES: no changes requested or required

E. CONSENT AGENDA

1. Approval of December 2, 2015 Regular Board Meeting Minutes
 2. Approval of Monthly Bills for December.
- Dunstone made a motion and Spado seconded to approve the Consent Agenda. All were in favor

F. REPORTS TO THE BOARD

1. Treasurer's Report: The financial reports thru December were incorrect, however Dunstone was able to report on the library's financial status from a previous report. Correct reports will be sent to the Board.
2. President's Report: Dodge recently attended an OCPL meeting on December 30. Senator John DeFrancisco was in attendance. The meeting focused on library needs and concerns.
3. Director's Report: In addition to the written report
 - The most recent issue of the Liverpool School Bell featured Sarah Voegler, library page.
 - The latest program guide has been mailed. Using Facebook, the library solicited a choice between what two pictures to use for the front cover. The responses were very well received.

- Lobby Book sales were up again in December bringing in \$2,177.54. The gift shop sales were \$136.35, \$25.14 from the donation box, and \$24.35 from the wishing well.
 - A patron donated \$500 to the library. A thank you letter was sent.
 - St.Leger will be in contact with the Palmer family to see how they would like to honor their loved one, Bob Palmer. The family designated LPL to receive donations, and we have received \$1275 in his memory.
 - The Annual statistics for 2015 and the December monthly statistics were discussed.
 - Two written letters of intent to retire have been received. The director will be meeting with her management team to plan for the vacancies.
 - Wisniewski was in attendance at the Village Board Meeting on December 21, 2015. Part of the Village Board correspondence included a copy of a letter that the Director had written to Liverpool Shoes concerning the smoke issue at the library from the wood burning stove the company uses. The Village Board acknowledged the letter and indicated that although it was an unfortunate situation that the smoke is permeating within the library building, there is little they can do in this matter since the wood stove is up to code and allowed to be used. Discussion followed regarding all the things the library has done in an effort to minimize the problems experienced by the staff from the smoke smell coming into the library. The library is awaiting a quote for the replacement of new window heating and air conditioning units (PTAC units) in staff offices that are greatly affected by the smoke. Dodge asked that the library contact Workers Compensation for additional recommendations or suggestions.
 - A quote from CNY Solar for solar energy was received. The board received copies.
4. OCPL/Advisory Report: Dodge emailed a copy of the November OCPL Board Minutes to the Board along with notes from the December meeting. Dodge reported on some highlights from the December meeting.

G. ITEMS FOR DISCUSSION AND ACTION

1. Appointment of new FOIL officer and Clerk to the Board

Bowers made a motion and Spado seconded to approve appointing St. Leger as the library's new FOIL officer as well as the new Clerk to the Board. All were in favor.

2. Staff Development Day Closing

Spadafore made a motion and Bowers seconded to approve closing the Library on April 20, 2016 for a full Staff Development Day. All were in favor. Wisniewski explained the details for the day involving half day for strategic planning and the afternoon focused on staff wellness. It has been two years since the library closed for staff development.

3. April 13, 2016 Board Meeting:

Spadafore made a motion and Alessio seconded to approve changing the date of the April 6, 2016 Board Meeting to the following Wednesday April 13, 2016. All were in favor. Dunstone may not be in attendance.

4. Withdrawal of Library Materials Policy for First Reading

Spado made a motion and Spadafore seconded to approve the policy for first reading. There were no changes recommended. All were in favor. The policy will be reviewed for second reading and final adoption in February.

5. Donations Policy for First Reading

Dunstone made a motion and Bowers seconded to approve the policy for first reading. There were no recommended changes. All were in favor. The policy will be reviewed for second reading and final adoption in February.

6. Director's Budget Proposal: First Draft

The first draft of the proposed 2016-2017 budget was presented for review and discussion. The Board was provided copies of the draft budget that included a narrative with explanations for each line, a narrative written by the director outlining the goals and objectives of the proposed budget, a projection of the current 2015-2016 budget, and a comparison budget showing the last three fiscal years of budgets approved and year-end actuals beginning with the 2011-2012

H. OPEN FORUM: A library patron and village of Liverpool resident shared some thoughts with the Board regarding the role of the Library in preparing young people for careers. The Board thanked the patron and acknowledged the feedback they received.

Davis thanked the Board for approving Staff Development Day and acknowledged the importance of the afternoon program highlighting staff wellness.

O'Toole, CSEA Union President, informed the Board that while she is on maternity leave another union officer may be able to attend the Board Meetings in her absence.

- I. BOARD FORUM: Dodge informed the Board that Wisniewski had passed the Civil Service Exam for the Director position. Refreshments were served in recognition of the director's permanent status as Library Director III for the Liverpool Public Library.
- J. ADJOURNMENT: Spadafore made a motion and Bowers seconded to adjourn the meeting. All were in favor.
Dodge adjourned the meeting at 7:42 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board