MINUTES REGULAR MEETING LIVERPOOL PUBLIC LIBRARY SARGENT MEETING ROOM JANUARY 9, 2013

Trustees present: Spadafore, Alessio, Spado, Dunstone, Dodge, Scavone, and Ward.

Staff: Polly, Director; Morgan, Clerk to the Board

Others: Staff and public.

REGULAR MEETING

A. CALL TO ORDER

Spadafore called the regular meeting to order at 6:30 pm.

B. SALUTE TO THE FLAG: Hewitt led the Board in the salutation to the Flag

C. CORRESPONDENCE: correspondence circulated amongst the Board. Spadafore pointed out the nice thank you letter received from the Regional Coordinator and Co-Coordinator of Midstate Science Olympiad for Yvette Hewitt's assistance in helping the group coordinate its Annual Coaches' Meeting at the library.

D. AGENDA CHANGES: no changes

E. CONSENT AGENDA

- 1. Approval of December 5, 2012 Regular Board Meeting Minutes
- 2. Approval of Monthly Bills for December

Ward made a motion and Scavone seconded to approve the Consent Agenda. All were in favor.

F. REPORTS TO THE BOARD

1. Treasurer's report.

Dunstone reported on the library's financial status based on the expenditure and revenue reports through December 31, 2012.

- 4. President's report: Spadafore
- At a recent meeting with County Executive Joanne Mahoney, Spadafore mentioned the dinosaur sculptures, and some other things that Liverpool Library was doing. Mahoney was interested in learning more about what Liverpool Library is doing. Polly will follow-up.
- Spoke with Assemblyman Sam Roberts' office about the capital money the library is expecting.
- Asked if any trustee would be interested in attending the 2012 N.E.W.S. Nonprofit Essentials Workshop Series with him on January 23.
- 5. Director's report: in addition to the written report
- Program Guide for January, February, and March 2013 highlighting the back page that has information on how one can support the library including where the community can make monetary donations to the library's fund at the Central NY Community Foundation, how to make used book/media donations, and also how to volunteer.
- Two new program initiatives: Adult Storytimes with Alan Napier at Westside Manor Assisted Living Facility in Liverpool, and Elderwood Senior Care at Birchwood in Liverpool. The other program is Gaming for Adults with Special Needs.
- New library card design featuring the library dinosaur sculpture

- Director Incentive Awards for staff launching this month. Nominations have been submitted by Coordinators.
- Annual statistics for the library show a decrease in circulation, however a Polaris circulation numbers report from 2011 and 2012 (not counting Overdrive, Freegal, 3M Cloud, and other non-automated circulations) shows this is almost universal around the county. The average overall decrease in circulation of is -3% for all the libraries in the county.
- 6. OCPL/Advisory Board Meeting: Dodge reported on the December and January OCPL Board Meetings.

G. ITEMS FOR DISCUSSION AND ACTION

- 1. Board Policies for Second Reading
- Inventory Policy: Spado made a motion and Ward seconded to approve the Inventory Policy for second reading and final adoption. All were in favor.
- Workplace Violence Prevention Policy: Dunstone made a motion and Scavone seconded to approve the Workplace Violence Prevention Policy for second reading and final adoption. All were in favor.
- 2. Policy for First Reading: Patron Code of Conduct
- Scavone made a motion and Dunstone seconded to approve the Patron Code of Conduct Policy as submitted for First Reading. Discussion followed regarding some of the revisions noted. All were in favor.

3. Director's Budget Proposal for 2013-2014

The Board received a narrative on the proposed 2013/2014 budget outlining the financial considerations involved when building this budget. The Board also received the first draft of the proposed budget, and accompanying material showing a comparison of the past four years of proposed budgets and actuals spent. Discussion followed. The Board will see a second draft revision at its February Meeting.

4. Resolution regarding the Tax Cap Override

Later this spring, the Board will adopt a 2013-2014 budget calling for a tax levy increase of no more than the tax cap of 2%. However, the state equalization rates (released in August) may result in an inadvertent increase despite the Board's intentions. The New York Library Association advises library boards to pass a tax cap override resolution even if they have no intention of exceeding the tax cap of 2%. The Board discussed passing an override resolution in advance of adopting a budget. This resolution will meet the requirements of the tax cap law while protecting the library from penalties should the tax impact ultimately exceed 2%. If the tax cap were exceeded, and this resolution were not in place, the excess funds would have to be sequestered, placed in an interest bearing account and used the following fiscal year to reduce the tax levy.

Spado moved and Dodge seconded to make the following resolution from draft language received from the New York Library Association:

Whereas, the adoption of the 2013-2014 budget for the Liverpool Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Liverpool Public Library voted and approved to exceed the tax levy limit for 2013 by at least the sixty percent of the board of trustees as required by state law on January 9, 2013.

On the motion: 7 ayes, 0 nays; motion carried.

H. OPEN FORUM: no report

I. BOARD FORUM: Spadafore thanked Alessio for chairing the December Board Meeting for him in his absence.

Two students were in attendance: one for a Boy Scout Merit Badge, and the other for a requirement for a school government class. Spadafore signed their proofs of attendance.

J. EXECUTIVE SESSION

Spadafore requested the need for an executive session for discussing a legal and personnel matter with no action to follow. Spado made a motion and Dunstone seconded to enter into an executive session for the purpose stated by Spadafore. All were in favor. Polly and Morgan remained for the legal issue. The Board entered into executive session at 7:25 p.m. Polly and Morgan were excused for the personnel matter at 7:45 p.m.

Scavone made a motion and Spado seconded to leave executive session and adjourn the meeting at 8:00 pm.

K. ADJOURNMENT

Spadafore adjourned the meeting at 8:00 p.m.

Respectfully submitted,

Darothy Morgan

Dorothy Morgan

Clerk to the Board of Trustees