MINUTES REGULAR MEETING OF THE LIVERPOOL PUBLIC LIBRARY MARCH 4, 2009

Trustees present: Alessio, Spadafore, Dunstone, Welcher, Dodge and Scavone.

Excused: Spado

Staff: Jean Armour Polly, Interim Director and Morgan, Clerk to the Board

Others: Staff members. Patricia Swanson, President of the Friends of the Liverpool

Public Library was also in attendance.

#### REGULAR MEETING

A. Call to order

President Alessio called the meeting to order at 6:36 p.m.

- B. Salutation to the United States Flag.
- C. Correspondence circulated amongst the Board.
- D. Staff Reports

E. Friends of the Library: Swanson reported that 230 members belong to the Friends of the Liverpool Public Library. This year Memberships so far total approximately \$3,400. The Arts Alive Concert on March 1<sup>st</sup> was very successful with 83 in attendance. The lobby book sale for January netted \$1500. The Friends hosted their Lobby Advocacy Event over three days receiving over 600 signatures that will be sent to Albany. Swanson and Polly are attending Lobby Day in Albany on March 10<sup>th</sup>. The next big program is the Super Saturday Paperback Sale on March 21.

## F. Agenda Changes

- G. Consent Agenda
- 1. Approval of February 4, 2009, Regular Board Meeting Minutes
- 2. Approval of Monthly Bills for February

Dunstone made a motion and Welcher seconded to approve the Consent Agenda. All were in favor.

## H. Reports to the Board

1. Treasurer's report

Dunstone reported on the library's financial status from expenditure and revenue reports received through March 2, 2009.

- 2. President's report No report
- 3. Interim Director's report

Polly thanked the Board for the opportunity to serve the community and staff as the Interim Director.

In addition to the written report, Polly informed the Board that she would like to name the Local History Collection in honor of Sharon Fulmer. Discussion followed. The Board was in favor of the idea.

A new initiative called Ed2go was discussed. Education To Go is an adult education provider that offers online classes for adult and continuing education. The network consists of more than 1500 colleges, universities, and other schools across the country. They offer hundreds of online courses for adults, covering every topic from Anatomy to Web Design. This new initiative is part of the library's Long Range Plans of meeting lifelong learning goals. A very nominal cost or surcharge was discussed in addition to the basic cost of each course that each student would pay. A recommendation of \$69.00 was unanimously approved.

OCPL/Advisory Council No report.

#### H. Items for Discussion and Action

1. New York State Annual Report 2008

Welcher made a motion and Scavone seconded to accept the NYS Annual Report for 2008 as submitted. Martha Hopper, Personnel Assistant, was responsible for completing the report from a compilation of material sent from staff, OCPL, and the Liverpool Central School District. All were in favor.

# 2. Fine Amnesty during Summer Reading Program

Dodge made a motion and Spadafore seconded to approve the fine amnesty for participants in the summer reading programs for children and teens. This offer is only for children and teen's materials checked out on the children/teen's library card. This does not include lost or damaged materials. The last day that fines will be waived is Saturday, August 8, 2009. All were in favor.

- 3. Appointment of Yvette Hewitt as the library's FOIL (Freedom of Information Officer) Elizabeth Dailey held the previous position of the library's FOIL officer. Polly recommended approval from the Board to appoint Hewitt to this position. Spadafore made a motion and Dunstone seconded to approve the appointment of Yvette Hewitt as the Liverpool Public Library's FOIL officer. All were in favor.
- 4. Fourth draft of the preliminary 2009-2010 for review and Board input Spadafore made a motion to accept the draft budget with a 1% increase in the tax levy. Dodge seconded. Discussion followed. Spadafore withdrew his motion. Dunstone made a motion that the Board approve the draft budget of \$3,718, 500 in expenditures using an appropriation from fund balance of \$115,000 in anticipation of a 0% no increase in the tax levy. All were in favor. The proposed budget will be available for the Public Information Meeting on April 1, 2009.

## 2. Director Search update

The advertisements for the Director position were released in February in local, state, and national outlets. Applications are being received with a deadline of April 30, 2009. The Board reaffirmed their responsibilities in conducting a national search.

I. Open Forum No report.

#### J. Board Forum

Spadafore requested that any new employees hired are introduced to the Board.

Welcher asked if the librarians are able to see saved searches in Polaris that could be used as a selection tool. Polly will ask if Polaris has a way of reporting this.

#### K. Executive Session

Alessio stated the need to enter into executive session for a legal, and a personnel matter with action to follow.

Scavone made a motion and Welcher seconded to enter into executive session for the purposes stated by Alessio. All were in favor. The Board entered into executive session at 8:12 pm.

Dodge made a motion and Scavone seconded to return from executive session at 9:00 pm.

# **Action:**

1) Spadafore made a motion and Scavone seconded to approve the Use and Maintenance Agreement with the Liverpool Central School District.

On the motion: 6 ayes, 0 nays; motion carried.

2) Scavone made a motion, seconded by Spadafore to establish the Search Committee for the process of choosing a new director.

On the motion: 6 ayes, 0 nays; motion carried.

Dodge made a motion to adjourn the meeting. Welcher seconded the motion. All were in favor.

# L. Adjournment

President Alessio adjourned the meeting at 9:01 p.m.

Respectfully submitted,

Dorothy Morgan

Clerk to the Board of Trustees

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NEXT REGULAR BOARD MEETING: Wednesday, April 1, 2009 at 6:30 p.m. in the Carman Community Room. A PUBLIC INFORMATION MEETING WILL BE HELD PRIOR TO THE REGULAR MEETING.