

**MINUTES
REGULAR MEETING/PUBLIC HEARING
LIVERPOOL PUBLIC LIBRARY
MAY 7, 2014**

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

Excused: Marlene Ward

Staff: Morgan, Clerk to the Board

Others: Y. Hewitt, Howard Modell

PUBLIC HEARING: Scavone called the Public Hearing to order at 6:30 p.m. The purpose of the Public Hearing was to discuss the expenditure of Library funds for the fiscal year 2014-2015 and the budgeting hereof at the Liverpool Public Library, 310 Tulip Street, Liverpool, New York. The expenditure amount being voted on is \$3,833,100.

The trustees emphasized that a very conscious effort was made by staff in utilizing public funds to find a balance between its financial responsibilities and providing the necessary services the public has asked for. The trustees encouraged the public to vote on May 20. Scavone closed the Hearing at 6:35 p.m.

REGULAR MEETING

A. CALL TO ORDER

President Scavone called the regular meeting to order at 6:35 p.m.

B. SALUTE TO THE FLAG

C. CORRESPONDENCE: correspondence circulated amongst the Board. The following was in the folder:

- Retirement Party for Elizabeth Dailey, OCPL Executive Director and former Liverpool Public Library Director. The event will be held on June 19 at Drumlin's Country Club.
- Letter dated April 10, 2014 from David Valesky, State Senator, 53rd District about his understanding and awareness of the importance and evolving services that libraries provide in the communities. He acknowledged his support for the \$5 million for libraries in the 2014-2015 Governor's proposed budget.
- Dividend from Utica National Insurance for \$2,374.50 affiliated with the 2012 insurance policy term
- Many monetary donations to the library for a total of \$300 from both contributions and memorial donations
- Community Foundation Fund Summary for calendar year 2013 showing \$2,874.03 in fund balance.

D. AGENDA CHANGES: no changes.

E. CONSENT AGENDA

1. Approval of April 4, 2014 Regular Board Meeting Minutes
2. Approval of monthly bills for April
3. Transfers

Spado moved and Dunstone seconded to approve items under 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 April 2014.

3. President's report:

- Acknowledged OCPL Director Dailey's retirement notice.
- Thanked Towlson, Head of Community Relations and all staff involved for another outstanding Events Calendar.

- Thanked Spadafore for attending the library's Service and Dolores Turcotte Award Ceremony.
- Applications are being received for the Director's Search.

4. Morgan's report:

- New carpet in the Carman Community Room looks beautiful
- Kitchen remodeling is underway with cabinets and appliances ordered
- Starfish International and the library are continuing their relationship. Luke Connor, Teen Librarian, is corresponding with the group.

5. OCPL/Advisory Board Meeting: report from Dodge on OCPL's OnPass Library Card for people who live outside the OCPL area. The Board voted (*Alessio was not in favor of charging patrons*) not to participate (OnPass library cards are not accepted) and continue to charge the \$35 fee. Out-of-System borrowers who pay the fee will be registered at the library where the fee is paid. Cardholders who have paid the fee will have the same privileges as an In-System cardholder.

G. ITEMS FOR DISCUSSION AND ACTION

1. Public Hearing Comments: no comments received.

2. LPL Computers & Networks: Employee Use Policy for Second Reading
Spadafore moved and Spado seconded to approve the policy for second reading and final adoption. All were in favor. The policy will be fully communicated to the staff since it contained more specific details for employees to be made aware of than the current policy.

3. Programming Plan for 2014:

The Programming Plan was tabled in April to be discussed further at the May Meeting. The Board was unanimous that it was not necessary to accept the plan.

4. NYSERDA Report: Morgan received information about an incentive being offered from the New York State Energy Research and Development Authority (NYSERDA) for HVAC Quality Preventive Maintenance. More information will follow as the library continues its research.

H. OPEN FORUM: Howard Modell, candidate running for election to the trustee position introduced himself to the Board.

I. BOARD FORUM: Spadafore congratulated Spado for being inducted into Liverpool Fine Arts Hall of Fame. Spado was honored for his years of service in Vision in the Arts of Liverpool (VITAL) contributing to the arts, including music, visual arts, dance, and theater.

The Board thanked Morgan for the Community Foundation Endowment information and encouraged all to invest more in it. Donors can help build the endowment fund through assets such as retirement or brokerage accounts, life insurance policies, or any other asset that has a beneficiary designation. A donor can also leave instructions through a will or living trust to direct their bequest to the library's endowment at the Community Foundation.

J. EXECUTIVE SESSION

Scavone requested an executive session for discussion of the director's search with action to follow.

Dunstone made a motion and Spado seconded to enter an executive session for the purpose stated by Scavone. All were in favor. The Board entered the executive session at 7:05 p.m. Morgan was asked to attend.

Spadafore made a motion and Dunstone seconded to leave the executive session at 7:52 p.m. All were in favor.

Dodge made a motion and Spadafore seconded that the Board approve the following motions:

- Announce the vacancy for the Director position created by the retirement of Jean Armour Polly.

- Adopt the Plan and Process for the Search for the Director.
 - Establish for the Director position, grade 17, a salary range of \$60,000 to \$86,115
- On the motions: 6 ayes, 0 nays; motion carried

K. ADJOURNMENT

Spado made a motion and Alessio seconded to leave the public session and adjourn. All were in favor.

Scavone adjourned the meeting at 7:55 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dorothy Morgan".

Dorothy Morgan
Clerk to the Board of Trustees