

**MINUTES
REGULAR MEETING
LIVERPOOL PUBLIC LIBRARY
CARMAN COMMUNITY ROOM
JUNE 5, 2013**

Trustees present: Spadafore, Alessio, Dunstone, Scavone and Ward

Excused: Spado and Dodge

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

Others: Naythin Galpin, Boy Scout in attendance for a Merit Badge requirement and his mother.

Y. Hewitt, staff member

REGULAR MEETING

A. CALL TO ORDER

Spadafore called the regular meeting to order at 6:36 pm.

B. SALUTE TO THE FLAG: N. Galpin was asked to lead the Board in the Salute to the Flag.

C. CORRESPONDENCE: No correspondence.

D. AGENDA CHANGES: No changes.

E. CONSENT AGENDA

1. Approval of May 1, 2013 Regular Board Meeting Minutes

2. Approval of Monthly Bills for May

3. Transfers

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

F. REPORTS TO THE BOARD

1. Staff Report: Sue Estes, Coordinator of Special Services, gave a report to the Board highlighting some of her department's recent accomplishments and ongoing programs:

- expanded book delivery service to patrons of all ages

- new initiative that will begin in the Fall scheduling programs with Onondaga County Department of Aging and Youth's Caregivers' Institute. The programs will be very helpful for family caregivers of older adults.

- oversight of the Computer Tutor Sessions

- Estes manages the Large Print Collection.

Anne Royer, another librarian, works in the department with Estes and has allowed her to increase the capacity of Special Services.

2. Treasurer's report.

Dunstone reported on the library's financial status using the expenditure and revenue status reports through May 31, 2013.

3. President's report: thanked everyone for their support of the budget and his re-election to a five-year term.

4. Director's report: in addition to the written report

- library's lobby book sale was more than had been reported in the monthly report by \$132.00. The amount this month totaled \$2,168.00.

- Youth Services summer program guide for children and teens has been printed.

- OCPL distributes Summer Reading incentive coupons to each of the member libraries and branches.

- Liverpool library is 120 years old. Cake celebration June 21st, 2013.

5. OCPL/Advisory Board Meeting: In Dodge's absence, Spadafore reported that the OCPL Board will be meeting at the Liverpool Library June 29th at 4 pm.

G. ITEMS FOR DISCUSSION AND ACTION

1. Budget Vote Results

The Board received copies of the budget vote and trustee election results showing 1,192 votes in favor; 543 against. There were no votes cast by paper ballot to approve the annual Library budget. The votes cast for the election of Spadafore were 1,034. There were no write-in votes for the trustee position.

2. Board Nominating Committee for 2013-2014 officers

Spadafore appointed Alessio and Ward as the nominating committee for the election of officers for the new fiscal year. The Reorganization meeting will be July 10, 2013.

3. Policy for Second Reading: Circulation

The Board received copies of a Second Reading document with minor changes. Scavone moved to accept the Circulation policy for second reading and final approval with the recommended changes as submitted. Dunstone seconded the motion. All were in favor.

4. Policy for First Reading: Meeting Room

The Board received copies of a revised Facilities Use Policy. The name of the policy was changed as well as some additional wording to reflect necessary changes and help mirror actual practice from the current Facilities Use Policy. Dunstone moved to accept the policy for first reading, Ward seconded. All were in favor.

5. 2014 Scheduled Closings Calendar for First Reading

Ward made a motion to accept the calendar as submitted for first reading, Scavone seconded the motion. All were in favor. The Calendar will be approved at the Reorganization Meeting.

6. OCPL's Memorandum of Understanding

The Board received information that contained a memo from Elizabeth Dailey, OCPL Executive Director, the OCPL System Library Card Policy that involves revisions pertaining to out of system borrowing, and a comparison of the past draft Memorandum of Understanding and a new version. Discussion followed pertaining to member library responsibilities. The Director will follow-up with Dailey. The Board was asked to review the material with final approval or further discussion at its July Board Meeting.

H. OPEN FORUM: no report

I. BOARD FORUM: Spadafore reported that during the evening of the LCSD and library budget vote he was approached by Patricia Rosier, LCSD's Board of Education President, with a request that the library include a School Board visit next year in the rounds of library budget presentations.

J. Executive Sessions

Spadafore stated the need to enter an executive session for the purposes of a personnel matter (Director's evaluation), and a legal action with possible action to follow. Scavone made a motion to enter the executive session for the purposes stated by Spadafore. Ward seconded the motion. All were in favor. The Board entered an executive session at 7:34 p.m. Polly and Morgan were asked to stay for the legal issue. Dunstone made a motion to leave executive session and Scavone seconded. The following action was taken: Scavone made a motion and Ward seconded to authorize the Director to enter into an agreement to sell the surplus items. All were in favor. The Board returned to the executive session for the personnel matter at 7:54 p.m. Polly and Morgan were excused. Dunstone made a motion and Scavone seconded to return from executive session and the following action was taken: Scavone made a motion and Ward seconded to change the July 3 Board Meeting and Reorganizational meeting to the following Wednesday, July 10th at 6:30 p.m. All were in favor.

K. Adjournment

Scavone made a motion and Ward seconded to adjourn the meeting. Spadafore adjourned the meeting at 8:02 p.m.

Respectfully submitted,

Dorothy Morgan

Dorothy Morgan
Clerk to the Board of Trustees