

**MINUTES
REORGANIZATION/ REGULAR MEETING OF THE
LIVERPOOL PUBLIC LIBRARY
JULY 2, 2008**

**Trustees present: Alessio, Spadafore, Spado, Dunstone, Welcher, and Dodge
Staff: Dailey, Director and Morgan, Clerk to the Board
Others: Staff**

REORGANIZATION MEETING

- A. CALL TO ORDER: Alessio called the meeting to order at 6:30 pm.
- B. OATH OF OFFICE: The Oath of Office was administered by George Alessio to Mark Spadafore. His term of office will be for five years from 2008 to 2013.
- C. ELECTION OF OFFICERS: Welcher and Dodge, representing the nominating committee presented the slate of officers and appointments for 2008-2009.
Alessio as President; Spadafore, Vice-President; Spado, Secretary to the Board.
Welcher moved and Spado seconded to accept the new slate of officers as stated. All were in favor.
- D. APPOINTMENTS:
Financial Officer: Larry Dunstone
Clerk to the Board: Dorothy Morgan
Treasurer: Carol-Anne Mathews
Internal auditor: Sherry Char
Official newspaper: The Post Standard
Attorney: Michael Tremont of Costello, Cooney & Fearon, LLP for labor relations and employment matters. The appointment of legal counsel to be determined.
Records Access Officer: Elizabeth Dailey
Records Administration Officer: Martha Hopper
Spado moved and Dodge seconded to accept the appointments as stated. All were in favor.
- E. ADOPT ANNUAL CALENDAR
Dodge moved and Welcher seconded to adopt the annual calendar as submitted. All were in favor.
- F. DESIGNATE MEETING DAYS:
Spado moved and Spadafore seconded to keep the meetings set at 6:30 p.m. on the first Wednesday of every month. All were in favor.
- G. SET PETTY CASH-ON-HAND AMOUNT
Spadafore moved and Dunstone seconded to set the petty cash-on-hand amount at \$100.00. All were in favor.
- H. SET MILEAGE REIMBURSEMENT RATE:
Spadafore moved and Dunstone seconded to set the mileage reimbursement at 50.5 cents established by the Internal Revenue Service effective 01/01/2008. All were in favor.
- I. APPROVAL OF CHASE AND KEY BANK:
Dunstone moved and Spado seconded to approve Chase Bank as a depository as well as Key Bank for library funds. All were in favor.
- J. ADJOURNMENT: Dunstone moved and Welcher seconded to close the Reorganization Meeting. All were in favor. President Alessio closed the Reorganization meeting at 6:35 p.m.

REGULAR MEETING

A. *Call to order*

President Alessio called the regular meeting to order at 6:40 pm.

B. Salutation to the United States Flag.

C. Staff Reports and NYSLAA Committee acknowledgement

Spadafore moved and Spado seconded that the Liverpool Public Library Board of Trustees commends Sue Garavelli, Chair and each member of the committee for their successful planning and implementation of the New York State Library Assistants' Annual Conference held in Liverpool, NY, June 2008. The Board extends its gratitude and congratulations. All were in favor.

Sprague reported on the Summer Reading Program increase in adult attendance.

D. Agenda Changes

President Alessio stated the need to move item H.1 NYSLAA Committee acknowledgement under D. Staff Reports. Dodge moved and Spado seconded to approve the agenda change.

President Alessio stated the need to include three executive sessions after Board Forum for the purpose of discussing contract negotiations, Board vacancy, and the Director's evaluation with no action to follow.

Dunstone moved and Welcher seconded to approve the agenda change. All were in favor.

E. CONSENT AGENDA

1. Approval of June 4, 2008 Regular Board Meeting Minutes
2. Approval of Monthly Bills for June.

Spadafore moved and Dunstone seconded to approve the Consent Agenda. All were in favor.

F. REPORTS TO THE BOARD

1. Treasurer's report.

The Board received copies of the June 23, 2008, Expenditure and Revenue Reports. Dunstone reported on the library's financial status.

2. President's report

The Board acknowledged the passing of Joe Pietricola, former guard for the Liverpool Public Library with a moment of silence.

3. Director's report

- Σ At the recent American Library Association's Annual Conference Morgan received an award in recognition of her service in providing an arena for programming, communication and networking for library support staff.
- Σ Liverpool Chief of Police William Becker met with Dailey to discuss the library's disaster plan. Becker submitted recommendations and an outline of guidelines that the library should consider.
- Σ Dailey will meet with Alessio to plan the Board Retreat.
- Σ Working on a suitable memorial tribute to Sharon Fulmer.
- Σ The handicap accessible door in the garage is finished.
- Σ Friends of the Library had their Reorganization Meeting.
- Σ Children's Summer Reading Program increase in children's and teen's attendance.
- Σ Director's monthly report will be emailed to the Board.
- Σ Inventory reports of the stolen DVDs have been forwarded to the Insurance Company.
- Σ The OCPL Board in its commitment to improve relations with other library Boards has appointed a new Board liaison position.

G. Items for Discussion and Action

1. Board member information on website

The trustees updated their information for the library's website.

H. Open Forum

No report.

I. Board Forum

Welcher and Dodge will be unavailable to attend the August Board Meeting. The Board may change the date.

EXECUTIVE SESSION

President Alessio stated the need for an executive session to discuss contract negotiations and the Board vacancy with no action to follow. Spado moved and Spadafore seconded to conduct an executive session for the purposes stated by Alessio. All were in favor. Alessio declared an executive session at 7:03 p.m.

Dodge moved and Spadafore seconded to return from executive session at 7:27 p.m. All were in favor.

The Board discussed how the responses from the Request for Proposals for legal counsel would be handled.

President Alessio stated the need for an executive session to discuss the director's evaluation with no action to follow. Spadafore moved and Welcher seconded to enter into an executive session for the purpose stated by Alessio. All were in favor. Alessio declared an executive session at 7:33 p.m.

Welcher moved and Dodge seconded to return from executive session at 8:05 p.m. All were in favor.

J. Adjournment

Spadafore moved and Spado seconded to adjourn the meeting. President Alessio adjourned the meeting at 8:05 p.m.

Respectfully submitted,



Dorothy Morgan
Clerk to the Board of Trustees

REGULAR MEETING FOR AUGUST: TO BE ANNOUNCED.