LIVERPOOL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

July 3, 2002

Trustees present: Alessio, Dunstone, Spadafore, Spado and Berryhill.

Excused: Fulmer and Ward.

Staff: Nottingham, Director, and Morgan, Clerk to the Board.

Others: staff and public.

Reorganization meeting 2002/2003

Vice-President Alessio called the Reorganization Meeting of the Board of Trustees, July 3, 2001, to order at 7:00 p.m.

Oaths of office

Alessio administered the Oath of Office to Richard Berryhill and Joseph Spado. Spado will serve a five-year term from July 1, 2002 through June 30, 2007. Richard Berryhill will serve a period of service that commenced on April 24, 2002 and will expire on June 30, 2005.

The Oaths were signed by Alessio and notarized by Debbie Mickle, Head of Personnel and Notary Public Officer.

Election of officers

Spado, representing the Nominating Committee presented the following slate of officers for 2002-2003:

- Fulmer as President
- Alessio as Vice-President
- Ward as Secretary

Spado moved and Dunstone seconded to approve the slate of officers as submitted.

On the motion: 5 ayes, 0 nays; motion carried.

Appointments

Spadafore moved and Berryhill seconded to approve the following appointments:

- Larry Dunstone as Financial Officer
- Dorothy Morgan as Clerk to the Board
- Patricia Johnson as Treasurer
- Ethel Shetler as Internal Auditor
- Liverpool Salina Review and the Syracuse Newspapers as the library's official newspapers
- Elizabeth Dailey as Records Access Officer
- Debbie Mickle as Records Administration Officer

On the motion: 4 ayes, 0 nays, 1 abstention (Dunstone); motion carried.

Adopt annual calendar

The Board received copies of a draft of the 2003 scheduled closings.

Spadafore moved and Dunstone seconded to adopt the scheduled closings as proposed.

On the motion: 5 ayes, 0 nays; motion carried.

Designate meeting days

Spado moved and Spadafore seconded to keep the Board meetings at 7:00 pm on the first Wednesday of every month.

On the motion: 5 ayes, 0 nays; motion carried.

Set petty cash-on-hand amount

Spadafore moved and Dunstone seconded to set the petty cash amount at \$100.00.

On the motion: 5 ayes, 0 nays; motion carried.

Approve Salary Schedule

Berryhill moved and Spado seconded to approve the salary schedule as submitted which reflects what was agreed upon in the union contract.

On the motion: 5 ayes, 0 nays; motion carried.

Regular Meeting

Call to order

Vice-President Alessio called the meeting to order at 7:15 p.m.

Salutation to the United States Flag

Correspondence

Correspondence folder was circulated among the Board for its review.

Open Forum

Dailey: advertisement for the Adventure @ Your Library Program on July 31 from 5-9 p.m. at the Liverpool Public Library.

Consent Agenda

Approval of June 5 2002, Regular Board Meeting Minutes Approval of Monthly Bills for 6/6/02, 6/12/02, 6/19/02, and 6/26/02 Berryhill moved and Dunstone seconded to approve the items under Consent Agenda. All were in favor.

Reports to the Board

Treasurer's report

The Board received copies of the April 30, 2002, Expenditure and Revenue report. Dunstone reported on the library's financial status.

Director's report

In addition to the written report

- the library has entered into a sublease agreement with the former CVS Pharmacy located at the corner of County Route 57 and Wetzel Road in the Town of Clay commencing on the actual date of delivery of the premises and said term to expire on February 28, 2016. This agreement is strictly contingent on the approval of the referendum vote on August 15, 2002.
- roof leak in the electrical room on the second floor of the library. No damage was found.

ALA Annual Conference

- staff who attended ALA in Atlanta, June 13-18, reported on their attendance.

Items for discussion and action

Second reading of the Computer Use Policy

Spado moved and Berryhill seconded to approve for second reading and final adoption the Computer Use Policy.

On the motion: 5 ayes, 0 nays; motion carried.

Referendum update

The Board received copies of a PR plan for the building project developed by Dailey, which outlined the steps being undertaken including those already completed.

- The Board of Trustees of the Liverpool Public Library will conduct a Public Hearing to discuss the expansion and renovation of the Library and the renovation of the former CVS Pharmacy to establish a Clay Branch of the Library, and the funding for such expansion and renovations. The Public Hearing will be held at the Liverpool Public Library on July 25, 2002, beginning at 7:00 pm.
- A Special District Meeting will be held at all five polling locations on August 15, 2002, between the hours of 12:00 noon and 9:00 p.m. for the purpose of voting upon the above mentioned expansion and renovation project.
- Applications for Absentee Ballots will be available at the Office of the Clerk of the Liverpool Central School District and at the Liverpool Public Library between the hours of 9:00 a.m. and 5:00 p.m. except Saturday and Sundays.

Board Forum

- the trustees congratulated Spadafore on his recent marriage June 22.

Executive Session

Vice-President Alessio stated that the Board has need to enter into executive session for an individual personnel matter with no action to follow.

Spado moved and Dunstone seconded to enter into executive session for the purpose stated by Alessio. All were in favor. An executive session was declared at 7:50 p.m. Berryhill moved and Spadafore seconded the Board return from executive session and adjourn the meeting. All were in favor.

Adjournment

Alessio adjourned the meeting at 8:35 p.m.

Jorothy Morgan

Respectfully submitted,

Dorothy Morgan

Clerk to the Board of Trustees

Next Regular Board Meeting: Wednesday, August 7, 2002, at 7:00 p.m.