

LIVERPOOL PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
July 7, 2004

Trustees present: Fulmer, Alessio, Ward, Dunstone, Spadafore, and Spado

Excused: Berryhill

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

Others: staff

Reorganization meeting 2004/2005

Fulmer called the Reorganization Meeting of the Board of Trustees, July 7, 2004, to order at 7:00 p.m.

Salutation to the United States Flag

Oaths of office

Alessio administered the Oath of Office to Sharon Fulmer who will serve a five-year term from July 1, 2004 through June 30, 2009.

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

Election of officers

Ward, representing the Nominating Committee presented the following slate of officers and appointments for 2004-2005. She made a motion to accept the officers as stated.

Spadafore seconded.

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

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

Appointments

- Larry Dunstone as Financial Officer
 - Dorothy Morgan as Clerk to the Board
 - Grobosky & McCarthy, LLP as Attorneys of Record; Benjamin Ferrara as co-counsel for special needs/union negotiations
 - Kathy Nichols as Treasurer
 - Internal Auditor – Sherry Chaar
 - Syracuse Post Standard as the library's official newspaper
 - Elizabeth Dailey as Records Access Officer
 - Debbie Mickle as Records Administration Officer
- Spado moved and Spadafore seconded to approve the appointments as stated.

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

Adopt annual calendar

The Board received copies of a draft of the 2005 scheduled closings.

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

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

Designate meeting days

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

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

Set petty cash-on-hand amount

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

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

Approve Salary for unrepresented management and substitutes

Ward moved and Alessio seconded that the Board of Trustees of the Liverpool Public Library hereby approve salary increases and benefits for unrepresented management and substitutes equal to the salary increases and benefits in the current and any future CSEA contract unless otherwise approved.

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

Approve Salary Schedule for 2004-2005

Spado moved and Spadafore seconded that the Board of Trustees of the Liverpool Public Library hereby approve the 2004/2005 salary schedule as submitted.

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

President Fulmer adjourned the Reorganization Meeting at 7:08 p.m. All were in favor.

Regular Meeting

Call to order

President Fulmer called the regular meeting to order at 7:10 p.m.

Staff Reports

Sprague

- news clippings were passed to the Board for review
- Scrabble Night program at the library on Thursdays thru the summer
- Special event being planned for September 11 that will involve OCPL and member libraries
- Amazon Bookstore fund raiser accessed thru the library's website with the kick off beginning with the LCSD Summer Reading Lists.

Polly

- Events online calendar and registration tool
- Soon to be offered will be the online meeting room booking schedule

Agenda Changes

President Fulmer stated a need for an Executive Session to be held after the Board Forum to discuss a specific personnel issue. All were in favor.

Consent Agenda

Approval of July 7, 2004, Regular Board Meeting Minutes

Approval of Monthly Bills for July

Spadafore moved and Ward 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, 2004, Expenditure and Revenue report from the Liverpool Central School District. Dunstone reported on the library's financial status.

President's report

Fulmer thanked the Board and staff for the kind letters and sympathy cards she received at the time of her mother's death.

Director's report

Old Business

- Status report on the new carpeting and the replacement of damaged ceramic tiles
- Fixing up the lobby
- Status of the self-check out systems
- Repair of the front steps with bluestone on Tulip Street

New Business (Facility Improvements)

At the December 2003, Board Meeting, the trustees were receptive to the use of fund balance for a facilities improvement plan part of the Long Range Planning Document that was approved by the Board in November 2003. Dailey reported on needs that involved the following

- Replacement of the existing bluestone and replacing/repairing needed sidewalk pavements on Tulip and Second Streets
- Landscaping including replacing the existing benches
- Improved/additional lighting in the garage
- Roof shingle sealant
- Digital video recorder for security cameras. The Board will be mailed copies of a letter received from Mark Grobosky regarding this issue.
- Interior renovations. It was recommended that Dailey contact the Syracuse University School of Architecture.

The trustees asked for further details and a cost proposal for each.

OCPL & Advisory Board

No report.

NYSLAA report

Dorothy Morgan, Susan Bell, and Christine Shaughnessy attended the New York State Library Assistants' Association's Annual Conference in Rochester, New York. Morgan reported on her attendance and thanked the Board for its support of continuing education.

Items for discussion and action

Donation Policy for Second Reading

Ward moved and Spadafore seconded to approve the policy for second reading and final adoption.

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

Policies for First Reading

- Emergencies in the Library

Spadafore moved and Spado seconded to approve the policy for first reading.

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

- Exhibit Spaces & Bulletin Boards

Spado moved and Spadafore seconded to approve the policy for first reading.

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

- Program

Ward moved and Spadafore seconded to approve the policy for first reading.

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

Board Forum

Ward

- Liverpool Public Library was part of the Village Art Festival that was very successful and well attended

- renovations in Johnson Park

- bathrooms will be installed in Washington Park

Executive Session

Spadafore moved and Spado seconded to enter into executive session for the purpose of discussing a specific personnel matter with no action to follow. All were in favor.

D. Mickle, Head of Personnel, was asked to attend. An executive session was declared at 8:12 p.m.

Spado moved and Dunstone seconded the Board return from executive session and adjourn the meeting. All were in favor.

Adjournment

Fulmer adjourned the meeting at 8:32 pm

Respectfully submitted,



Dorothy Morgan

Clerk to the Board of Trustees

Next Regular Board Meeting: Wednesday, August 4, 2004, at 7:00 p.m.