

**MINUTES
REGULAR MEETING OF THE
LIVERPOOL PUBLIC LIBRARY
SEPTEMBER 1, 2010**

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

Excused: Dunstone, Spado

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

Others: Five staff members including two part-time security guards, M. Toscano, President of the Friends of the Library

REGULAR MEETING

A. CALL TO ORDER

Spadafore called the regular meeting to order at 6:30 pm.

B. CORRESPONDENCE

The folder circulated amongst the Board.

C. AGENDA CHANGES: No changes.

D. CONSENT AGENDA

1. Approval of August 4, 2010, Regular Board Meeting Minutes

2. Approval of Monthly Bills for August.

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

E. REPORTS TO THE BOARD

1. Friends report: Toscano asked for volunteers who could work during the weekend of the Used Book Sale September 18th and 19th. She thanked Vice-President Alessio for offering to volunteer. The question was asked if the Friends accept used computers to sell. Toscano replied that the Friends do not take computers, but do take computer software. The Board thanked the Friends for all their service to the library.

2. Staff reports:

- Mike Burg, Head of Security introduced Mike Woolson who will work as a part-time security guard on Wednesday and Thursday evenings. The Board welcomed Woolson.

- Linda Meyer, Youth Services Coordinator reported on a very successful 2010 Summer Reading Club Program. The trustees received copies of the Statistics. Spadafore requested that next year the Board would like to hear from some of the parents and children who had participated in the program.

3. Treasurer's report: The Board received copies of the August 31, 2010, Expenditure and Revenue Reports. In Dunstone's absence, Morgan reported on the library's financial status.

4. President's report: Spadafore announced that OCPL is accepting nominations for Trustee of the Year Award for 2010. Spadafore acknowledged Dunstone's many years of service as a Library Trustee and felt him worthy of this award. Ward made a motion and Scavone seconded to nominate Larry Dunstone for Trustee of the Year. All were in favor.

5. Director's report: In addition to the written report:

- Polly received the building permit from the New York State Education Department for new energy efficient exterior windows. The building permit allowed Polly to submit the application for the Public Library Construction Grant to OCPL Executive Director, Elizabeth Dailey.

- A Security Notebook completed by M. Burg, Head of Security circulated amongst the Board.

- Various donations were received that included a donation in memory of Ione Masters, an anonymous donation of \$500.00, and from the Estate of Joan Norek personal library collection of books and audiocassettes.

- Fines that were waived from the Summer Reading Amnesty amounted to \$856.00.

6. OCPL/Advisory Board Meeting: No report

F. ITEMS FOR DISCUSSION AND ACTION

1. Policies for Second Reading and final adoption:

LPL Computers & Networks: Employee Use

Scavone made a motion and Dodge seconded to approve the policy for second reading. All were in favor. Policy was approved and adopted.

Remote Patron Access to Databases

Scavone made a motion and Ward seconded to approve the policy for second reading. All were in favor. Policy was approved and adopted.

Retention of Security Camera Images

Ward made a motion and Scavone seconded to approve the policy for second reading. All were in favor. Policy was approved and adopted.

Conflict of Interest

Scavone made a motion and Ward seconded to approve the policy for second reading. All were in favor. The policy was approved and adopted. Each trustee signed a Conflict of Interest Statement, as did the Library Director and the Administrator for Business and Personnel. The signed forms will be filed with the Clerk to the Board. The Statement will be signed each year as part of the Board's Reorganizational Meetings.

2. Emergency Action Plan and Business Continuity Plan

The Emergency Action and the Business Continuity Plans circulated amongst the Board. The plans will be shared with Liverpool Chief of Police, the Village of Liverpool, and the Local Emergency Planning Committee. Ward made a motion and Scavone seconded to accept the plans as submitted. All were in favor.

H. OPEN FORUM: Polly acknowledged the four people who had retired from the library with a combined service of 95 years: Pamela Sprague, Coordinator for Community Relations, Sue Bell, Community Relations Clerk, Sue Garavelli, Resource and Processing Clerk, and Leanne Cook, Librarian.

I. Board Forum: No report.

J. EXECUTIVE SESSION

Spadafore stated the need for an executive session to discuss a personnel matter with action to follow. Ward made a motion and Scavone seconded to enter an executive session for the purpose stated by Spadafore. All were in favor. Spadafore declared an executive session at 7:00 p.m.

Ward made a motion and Scavone seconded to return from executive session at 7:15 p.m.

Ward made a motion and Dodge seconded to set the Director's salary. All were in favor.

Dodge made a motion and Ward seconded to adjourn the meeting. All were in favor.

K. ADJOURNMENT

Spadafore adjourned the meeting at 7:17 p.m.

Respectfully submitted,



Dorothy Morgan
Clerk to the Board of Trustees

REGULAR MEETING OCTOBER 6, 2010