# **REGULAR MEETING MINUTES LIVERPOOL PUBLIC LIBRARY SEPTEMBER 7, 2011**

Trustees present: Spadafore, Spado, Dunstone, Dodge, Scavone, and Ward. Alessio arrived at 6:45 p.m. Staff: Polly, Director and Morgan, Clerk to the Board. Others: Staff, M. Toscano, and Sarah Heukrath, new part-time page

# **REGULAR MEETING**

A. CALL TO ORDER Spadafore called the regular meeting to order at 6:30 pm.

Spadafore called for a moment of silence in memory of Karen Ingeman's sister who passed away in late August. Ingeman is the Head of the Adult Services Department.

#### B. SALUTE TO THE FLAG

Alan Napier, Librarian Assistant, led the Board in the Salute To the Flag.

C. CORRESPONDENCE: No correspondence

# D. AGENDA CHANGES: No changes

#### E. CONSENT AGENDA

1. Approval of August 3, 2011 Regular Board Meeting Minutes

2. Approval of Monthly Bills for August.

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

# F. REPORTS TO THE BOARD

1. New part-time page position: Sarah Heukrath was introduced to the Board. She accepted a part-time page position at the library.

2. Friends report - M. Toscano:

- Used Book Sale Down Under September 17 and 18, 2011.

- The Arts Alive Concert Series starts October 2<sup>nd</sup> featuring Dolce Flutes Flute Quartet.

- Bake sales in the lobby will be an on-going fundraiser during the concerts.

3. Staff reports: No report.

# 4. Treasurer's report: Larry Dunstone

The Board received copies of the August 29, 2011 Expenditure and Revenue Reports for 2011/2012. Dunstone reported on the library's financial status. The Board received copies of the school and library tax computations for the Towns of Salina and Clay.

5. President's report: No report

6. Director's report: Polly - In addition to the written report:

- Fall Program booklet created by Diane Towlson, Public Information Specialist and Head of the Community Relations Department.

- Advisory opinion from the New York Library Association on the Tax Cap Impact on Libraries. Discussion followed.

7. OCPL/Advisory Board Meeting: Dodge received a summary report from OCPL's Executive Director Elizabeth Dailey on the Board Meeting in August he was unable to attend.

G. ITEMS FOR DISCUSSION AND ACTION: No items.

# H. OPEN FORUM:

M. Toscano asked about the status of the exterior window project. Polly explained the timeline from start to completion as discussed at the first Pre-Construction Meeting on August 22, 2011 and which was in her written monthly report.

*I. BOARD FORUM:* No report.

#### J. EXECUTIVE SESSION

Spadafore stated the need for an executive session to discuss the Director's evaluation summary, and consideration of legal matters with no action to follow. Dodge made a motion and Ward seconded to conduct an executive session for the purposes stated by Spadafore. All were in favor.

Spadafore declared an executive session at 7:00 pm.

Scavone made a motion and Spado seconded to return from executive session and adjourn the meeting. All were in favor.

#### K. ADJOURNMENT

Spadafore adjourned the meeting at 8:25 p.m.

Respectfully submitted,

Dorothy Morgan

Dorothy Morgan Clerk to the Board of Trustees