LIVERPOOL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

December 3, 2003

Trustees present: Fulmer, Alessio, Ward, Dunstone, Spado, and Berryhill.

Excused: Spadafore

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

Others: staff.

Regular Meeting

Call to order

President Fulmer called the meeting to order at 7:00 p.m.

Salutation to the United States Flag

Correspondence folder circulated among the Board

Staff Reports

Dailey reported that the Liverpool Public Library's Mitten Tree activity began December 1. The public donates mittens, gloves, winter hats and scarves to hang on the branches. All donated items are distributed to the Rescue Mission and the Salvation Army before Christmas.

Polly demonstrated the Internet Subject Guide and the Coranto software the library uses for content management on its website.

Consent Agenda

- Approval of November 5, 2003, Regular Board Meeting Minutes
- Approval of Monthly Bills for November

Spado moved and Dunstone seconded to approve the items under Consent Agenda.

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

Reports to the Board

Treasurer's report

Dunstone reported on the library's financial status. The Board received the approved August Revenue and Expenditure report from the Liverpool Central School District.

President's report

No report

Director's report

In addition to the written report:

The trustees were in receipt of a letter from the New York State Comptroller's Office. A pre-assessment was conducted of the library's policies and procedures relating to inventory and purchasing of audio/visual and computer equipment. It was confirmed that nothing came to the attention of the auditors indicating the

library was in any need of further services from the state. There were no recommendations made. A recommendation was made that the Director contact the Post Standard about the state report and also write something on the library's website.

- The trustees received copies of a letter from Janice Matousek, Superintendent of the LCSD, indicating the Board of Education's consensus to change the date of the library's budget vote to coincide with the District's annual meeting.
- Kash for Kids company that assists non-profit organizations i.e. schools, libraries, etc. with fundraising through toner cartridge recycling.
- Facilities Improvement Plans The Board was receptive to the use of fund balance for the following:
 - Carpeting for first floor public area
 - Self-check out systems
 - Ergonomic improvements

Dailey will come back with cost proposals and further details.

OCPL & Advisory Board

OCPL is interviewing for the Deputy Director's position. Discussion followed.

NYLA Reports

The staff that attended the New York Library Association's Annual Conference have submitted written reports for the Board's review.

Items for discussion and action

Policy for Second Reading and Final Adoption:

* Inventory Policy

Ward moved and Spado seconded to approve the policy for Second Reading and final adoption with the recommended wording change.

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

Policies for First Reading

* Facilities Use

Ward moved and Berryhill seconded to adopt the policy for first reading with the recommended wording change.

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

* Governance, Financial Support, Organization

Ward moved and Dunstone seconded to approve the policy for first reading. Wording was added to indicate that Board members serve 5 year terms.

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

Adopt Budget Schedule

Spado moved and Alessio seconded to approve the Board Budget Schedule as submitted. On the motion: 6 ayes, 0 nays; motion carried

Preliminary budget discussion for 2004-2005

The Board reviewed the draft-working document of the proposed budget for the fiscal year 2004-2005. The document will continue to be critically reviewed by the staff and Board. Discussion ensued regarding the appropriations of self-check out systems and the fund balance.

Open Forum
Nothing to report

Board Forum

Ward reported that the Village Tree Lighting Ceremony will be held on December 14 sponsored by the American Legion.

Executive Session

Ward moved and Spado seconded the Board enter into Executive Session for the purpose of the Director's evaluation and a specific personnel matter with no action to follow. An Executive Session was declared at 8:25 p.m.

Ward moved and Dunstone seconded the Board return from Executive Session at 8:55 p.m. and adjourn the meeting. All were in favor.

Adjournment

Fulmer adjourned the meeting at 8:55 pm.

Respectfully submitted,

Dorothy Morgan

Clerk to the Board of Trustees

Dorothy Morgan

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