



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**November 14, 2018**  
**Carmen Community Room**

**Trustees present: Gutierrez, MacLaughlin, Baker, Budmen, Hewitt.**

**Trustees absent: Hluchyj, Schapley**

**Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St.Leger, Clerk to the Board**

**Others: Staff and community members**

**REGULAR MEETING**

**A. CALL TO ORDER**

President Gutierrez called the regular meeting to order at 6:31 p.m

**B. SALUTE TO THE FLAG**

**C. CORRESPONDENCE: none**

**D. AGENDA CHANGES: none**

**E. CONSENT AGENDA**

1. Approval of October 10, 2018 Regular Meeting Minutes

2. Approval of Monthly Bills for October

Motion by Budmen, second by Baker.

Final Resolution: Motion Carried

Aye: Gutierrez, MacLaughlin, Baker, Budmen, Hewitt.

**F. REPORTS TO THE BOARD**

1. LCSD Report – Daniel Henner, Assistant Superintendent.

- Mr. Henner provided an update on the Phase 3 of the Long-Range Facility Plan.
- The Phase 5 Education 2020 plan was presented to the board followed by discussion.

2. Financial Report - Morgan

- The Budget Status Reports dated 11/5/2018 include the expenditures through October and revenues through the end of September. These were previously distributed electronically and discussed at the meeting.
- Bank Statements with balance reconciliations for August and September were received and reviewed by the library's business office.
- The cash position of the Library reported by LCSD's Treasurer through August shows a beginning balance, receipts, disbursements, and ending balance. Discussion followed.
- The Bill lists from 10/5/18 through 11/14/18 were reviewed and signed by the Board. Discussion followed.

3. President's Report

- No report

4. Director's Report

- The Lobby Book sale brought in \$1,367 in October. The wishing well contained \$34.31, gift shop purchases totaled \$117.80. The donation box held \$145.53, patrons attending movies donated \$30.75, and Passport photos generated \$40 in revenue.
- Wisniewski was invited to attend a meeting at OCPL with NYS Assemblymember Didi Barrett who Chairs the Committee on Libraries and Education Technology. Discussion included the role of libraries for the 2020 census
- The board members were updated on the first-floor renovation plans. Discussion followed regarding cost estimates and exploring grant options. Wisniewski will provide cost breakdowns for the board.

5. OCPL Report:

- Board has started advertising for a new Director. Resumes are due in December hope to fill by spring.

G. ITEMS FOR ACTION AND DISCUSSION

1. Request for Reconsideration Policy for First Reading.

Motion to accept the policy for first Reading by Hewitt, second by Budmen.

Final Resolution: Motion Carried

Aye: Gutierrez, MacLaughlin, Baker, Budmen, Hewitt.

2. Personnel Changes

Motion to accept the personnel changes as presented.

**RESIGNATIONS**

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Sherman, Marjorie	Library Clerk I (part-time)	11/01/2018

**APPOINTMENTS**

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>
Coviello, Carrie	Library Clerk I (part-time as needed)	\$11.11/hr	10/17/2018
McCurdy, Melissa	Library Clerk I (part-time as needed)	\$11.11/hr	10/17/2018
Visconti, Nicole	Library Clerk I (part-time as needed)	\$11.11/hr	10/17/2018

Motion by Budmen, second by Baker.

Final Resolution: Motion Carried

Aye: Gutierrez, MacLaughlin, Baker, Budmen, Hewitt.

H. OPEN FORUM: nothing

I. BOARD FORUM: The trustees discussed the time frame for making decisions regarding the first-floor renovation project, and if there is a need for a special meeting prior to the December BOT meeting to keep the project on track.

J. EXECUTIVE SESSION: President Gutierrez stated the need to enter into Executive Session to discuss a legal matter.

Motion by Budmen, second by Baker.

Final Resolution: Motion Carried

Aye: Gutierrez, MacLaughlin, Baker, Budmen, Hewitt.

Wisniewski and Morgan were asked to attend.

The board moved into Executive Session with no action to follow at 8:03pm.

Motion by Baker to return from executive session at 8:20pm, second by Hewitt.

Final Resolution: Motion Carried

Aye: Gutierrez, MacLaughlin, Baker, Budmen, Hewitt.

K. ADJOURNMENT

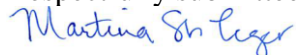
Motion by MacLaughlin to adjourn the meeting, second by Baker.

Final Resolution: Motion Carried

Aye: Gutierrez, MacLaughlin, Baker, Budmen, Hewitt.

The meeting was adjourned at 8:21 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board