



MINUTES
BOARD OF TRUSTEES MEETING
November 13, 2019
Carman Community Room

Trustees present: Baker, Budmen, Gouger, Hewitt, Shapley
Trustees absent: Hluchyj, MacLaughlin
Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; D. Morgan and S. Smith,
Admin. Assts.; M. St. Leger, Clerk to the Board
Others: Staff and Community Members

REGULAR MEETING

A. CALL TO ORDER

President Baker called the regular meeting to order at 6:30 p.m.

B. SALUTE TO THE FLAG

C. APPOINTMENT OF NEW TRUSTEE

Hewitt made a motion and Budmen seconded to appoint Ashley Gouger to the vacant seat on the Liverpool Public Library Board of Trustees. Aye: Baker, Budmen, Hewitt, Shapley. Motion carried.

D. OATH OF OFFICE

President Baker administered the oath of office to Ashley Gouger.

E. CORRESPONDENCE: Thank you card from the family of Joseph Spado

F. AGENDA CHANGES: none

G. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget Status Report through October. These reports were previously distributed electronically.
- Bank Statements through August 2019 with balance reconciliations from LCSD were received and reviewed by the library's business office. The bank statements from Chase and Key are received by Carol Mathews with the reconciliations being done by LCSD's Michelle Stanton. The statements were on hand if called upon for Board review.
- Baker reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated October 9, 2019 through November 13, 2019.
Budmen Seconded.
Aye: Baker, Budmen, Gouger, Hewitt, Shapley.
Final Resolution: Motion Carried

2. President's Report: Baker has heard wonderful feedback from patrons of the library and said the buzz around town is everyone loves the new library.

3. Director's Report

- October Cash Revenues: Lobby Book Sale = \$277.00 Gift shop total = \$26.30
Passport photos = \$10 Fines: \$1,049.59 Gifts/Donations = \$519.00
Movie Attendance = \$0 Wishing well = \$21.52
- Welcome Ashley!

- Library charges will be affected by the ransomware as there were two months when no library fees were collected.
 - First floor update: We have been so pleased by the reactions of patrons when they come in to the new space, and we have received very positive feedback. Baffles are being installed and more furniture is will be delivered this month. Signage is expected by early December. Construction in the Children’s room is on track to be completed in early December. We will have the shelving and the collection brought back from storage and our goal is to have the room open in mid-December.
 - LPL has three new Chromebook backpacks with hotspot available for patrons to checkout through a program which was initiated by County Executive McMahan.
4. OCPL Report:
- Christian Zabriskie has been offered the position of Executive Director. A starting date has not been determined. Library Manager at Yonkers Library.

H. ITEMS FOR ACTION AND DISCUSSION

1. Meeting Minutes of October 9, 2019 were accepted as published.

2. Personnel Changes

RESIGNATION

Name	Position	Effective Date
McCurdy, Melissa	Library Clerk I (PTAN)	10/21/2019
Hoyt, Jacklyn	Librarian I (PT)	10/31/2019

Motion to accept the personnel changes as presented by Budmen, second by Hewitt.

Aye: Baker, Budmen, Gouger, Hewitt, Shapley.

Final Resolution: Motion Carried

3. Surplus List

Motion to accept the surplus list as presented by Budmen, second by Shapley

Aye: Baker, Budmen, Gouger, Hewitt, Shapley.

Final Resolution: Motion Carried

4. Patron Code of Conduct Policy for First Reading.

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

Discussion followed.

Aye: Baker, Budmen, Gouger, Hewitt, Shapley.

Final Resolution: Motion Carried

5. Workplace Violence Prevention Policy for First Reading.

Motion to accept the policy for first reading by Budmen, second by Gouger.

Aye: Baker, Budmen, Gouger, Hewitt, Shapley.

Final Resolution: Motion Carried

6. Borrower Cards Policy for second reading and final approval.

Motion to accept the policy for second reading and final approval by Shapley, second by Gouger.

Discussion followed.

Aye: Baker, Budmen, Gouger, Hewitt, Shapley.

Final Resolution: Motion Carried

7. Accept audit report from Inero

Motion to accept the audit report from Inero by Budmen, second by Shapley. Discussion followed.

Aye: Baker, Budmen, Gouger, Hewitt, Shapley.

Final Resolution: Motion Carried

- I. OPEN FORUM: Assistant Director Reckhow took the opportunity to thank the President Baker on behalf of the staff for the kind words on staff training day. It was very nice for the board to take the time and acknowledge the staff.
- J. BOARD FORUM: Budmen followed up on a discussion from the October regarding Institutional Cards for LCSD staff. Following a discussion, the board approved the following resolution:

Whereas the LPL Board supports increased collaboration between the LCSD and the LPL, we support the distribution of Institution cards from the public library to our school libraries. Knowing that we are starting this project in the middle of a fiscal year and a fund for lost items or overdue fees is not available to school libraries at this time, we recommend that the project commence with the following understanding.

LCSD Libraries will not be charged fees up to the amount of \$50. If fees are incurred beyond that amount, the LCSD will be presented with a bill for the difference. It is our understanding that this practice will continue until the end of the 2019-2020 school year and during that time discussions will ensue about a policy for subsequent years.

Budmen shared with the board that she will be attending NYLA this weekend where there will be a NY Library Trustee Association meeting. The LTA intends to become a section of NYLA which Budmen believes will make the LTA stronger and improve advocacy efforts in Albany.

K. EXECUTIVE SESSION – none

L. ADJOURNMENT

The meeting was adjourned at 7:22p.m.

Respectfully submitted,

Martina St Leger

Martina St. Leger, Clerk to the Board