



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**October 11, 2023**  
**Carman Community Room**

**Trustees present: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin**  
**absent: Wood**

**Staff: S. Reckhow, Director; S. Smith, Business Manager; M. St.Leger, Clerk to the Board;**  
**Steven Strathmann, Public Information Assistant**

**REGULAR MEETING**

**A. CALL TO ORDER**

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

**B. SALUTE TO THE FLAG**

**C. ACCEPT SEPTEMBER MEETING MINUTES**

**D. CORRESPONDENCE: none**

**E. AGENDA CHANGES:**

**F. REPORTS TO THE BOARD**

**1. Staff Report – Steve Strathmann, Public Information Assistant**

- Strathman joins LPL after a long career at NewsChannel 9. He looks forward to bringing a fresh perspective to promoting the library.

**2. Financial Report**

- The Board received the Budget and Revenue Status Reports through September 2023 electronically prior to the meeting.
- Bank Statements through August 2023 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 LCSD District Treasurer with the reconciliations being done by LCSD Account Clerk. The statements were on hand if called upon for Board review.
- The Independent Claims Auditor reviewed each invoice for the period of September 14, 2023, through October 11, 2023.

Budmen made a motion to authorize payment of the audited invoices. Hluchyj seconded the motion.

Aye: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin.

Final Resolution: Motion Carried

**3. President's Report: The Trustees discussed the Haunted Garage event which will be held October 21.**

**4. Director's Report**

- The library will be closed all day, Tuesday, October 24<sup>th</sup> for Staff Development Day.
- Our September Booksale was a huge success with more than 700 people attending. Kudos to our hardworking staff, Jessica Presutto, Angie Roberts, Craig Reitz, Doug Dow especially, who went above and beyond to make the book sale a success.
- The Greater Liverpool Chamber of Commerce held a Coffee and Friends event at LPL recently. Attendees discovered the resources available to them and how partnering with the library will help grow their business and connect them with the community.

- Centro Saturday was a great success. Families were able to tour the bus and enjoy a short ride around the village which included a special story time aboard the bus.
- The Juvenile Diabetes Research Foundation (JDRF) has partnered with LPL for a monthly program for families affected by T1D. School aged children with T1D have their own space to connect with their peers while their parents meet in another location to connect and share information.
- LPL has created the Liverpool Public Library Chapter of Girls Who Code geared for girls over the age of 10 to explore coding in a fun and friendly environment.
- Reckhow and Borelli will meet with LCSD regarding the ‘Pool Pass program and hope to re-launch the program in January once the Polaris migration has been completed.

5. OCPL Report:

- Transitioning the library catalog (Polaris) from local servers in Syracuse to a cloud based catalog hosted by the vendor continues as scheduled.

6. Trustee Advisory Council: no report

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

	Name	Position	Salary	Effective Date
Appointment	Gartner-Baca, Nori	Public Info Specialist	\$34.07 p/h	10/3/2023
Resignation	King, Logan	Guard (pt)		10/10/2023
Resignation	Jensen, Katherine	Public Info Specialist		10/22/2023

Motion by Mainville to accept the Personnel Changes as presented second by McLaughlin.

Aye: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin.

Final Resolution: Motion Carried

2. Staff Development & Conference Attendance Policy for first reading

Motion to approve the policy for first reading by Hluchyj second by Hewitt.

Aye: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin.

Final Resolution: Motion Carried

3. Use of Library Vehicles Policy for first reading

Motion to approve the policy for first reading by Budmen second by Mainville.

Aye: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin.

Final Resolution: Motion Carried

4. Surplus List

<u>ID #</u>	<u>Date Acquired</u>	<u>Item Description</u>	<u>Reason for Surplus</u>
22943	2/8/2000	CD Browser, Max-Files with guides, oak, 4 tray	Old furniture
23427	6/13/2014	Computer, Dell Optiplex 9020 AIO, 8GB, 23inch WLED, 500GB HD	Old, will not support modern operating systems
23430	6/13/2014	Computer, Dell Optiplex 9020 AIO, 8GB, 23inch WLED, 500GB HD	Hardware failure
23475	4/30/2015	iMac 21.5in	Old, will not support modern operating systems
23479	6/22/2015	Dell Optiplex 3030 AIO 4GB, 500GB HD, Touch Screen	Old, will not support modern operating systems
23480	6/22/2015	Dell Optiplex 3030 AIO 4GB, 500GB HD, Touch Screen	Old, will not support modern operating systems
23481	6/22/2015	Dell Optiplex 3030 AIO 4GB, 500GB HD, Touch Screen	Old, will not support modern operating systems
23511	6/27/2016	Dell OptiPlex 7440 AIO XCTO, 16GB, 2133MHz	Old, will not support modern operating systems
23464	6/5/2015	iMac 21.5in	Old, will not support modern operating systems
23492	7/15/2016	iMac 21.5in	Old, will not support modern operating systems
23429	6/13/2014	Computer, Dell Optiplex 9020 AIO, 8GB, 23inch WLED, 500GB HD	Old, will not support modern operating systems

McLaughlin made a motion to accept the surplus list as presented, second by Hluchyj.

Aye: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin.

Final Resolution: Motion Carried

5. Handbook Change

Budmen made a motion to accept the handbook change as presented, second by Mainville.

Aye: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin.

Final Resolution: Motion Carried

6. Strategic Plan

Gouger made a motion to approve contracting Fast Forward Libraries to develop a Strategic Plan for the library, second by Budmen.

Aye: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin.

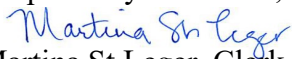
Final Resolution: Motion Carried

H. OPEN FORUM: no comments

I. BOARD FORUM: Hewitt shared with the board that former LPL Board President Dorianne Elitharp Gutierrez, who is also the retired Village of Liverpool Historian, was recently honored with a tree planting and dedication in her honor at the village cemetery. Gutierrez assisted in having the cemetery listed on the national and state Registers of Historic Places in 2015.

J. ADJOURNMENT: The meeting was adjourned at 7:36 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board



310 Tulip St  
Liverpool, NY 13088  
T 315.457-0310  
F 315.457-3144  
info@LPL.org  
LPL.org

To: LPL Board of Trustees  
From: Susan Reckhow, Director  
Date: October 11, 2023  
Re: Recommendation of Consultant for Strategic Plan

An RFP for Liverpool Public Library's Strategic Plan was issued on August 21, 2023. The following proposals were received prior to the submission deadline of 5:00 PM on Monday, September 25, 2023 and found to be responsive:

- CO/LAB Capacity
- Fast Forward Libraries
- ReThinking Libraries
- Territory
- Supernova Consultants

The proposals were evaluated by Alissa Borelli, Ashley Gouger, Kay Budmen, Katherine Jensen, and myself using the following (equally weighted) criteria:

- Responsiveness to Proposal
- Demonstrated knowledge, skills, and experience
- Work product
- Overall methodology
- Outreach component included
- Timeline
- Deliverables
- Cost
- Demonstrated success
- Intangibles

The committee has determined Fast Forward Libraries to be the leading consultant and respectfully request approval from the Board of Trustees to contract them for their services.