



BOARD OF TRUSTEES MEETING
Wednesday, September 9, 2019 at 6:30 p.m.

REGULAR MEETING

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT AUGUST MEETING MINUTES
- D. CORRESPONDENCE
- E. AGENDA CHANGES
- F. REPORTS TO THE BOARD
 - 1. Financial Report
 - a. Approval of Invoices for August 12, 2020 through September 9, 2020
 - 2. President's Report
 - 3. Director's Report
 - 4. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
 - 1. Personnel
 - 2. Copyright Policy for 2nd Reading and Final Approval
 - 3. Freedom of Information (FOIL) for 2nd Reading and Final Approval
 - 4. Meeting Room Use Policy for 2nd Reading and Final Approval
 - 5. Collection Policy for 1st Reading
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION –
- K. ADJOURNMENT



**MINUTES
BOARD OF TRUSTEES MEETING**

August 12, 2020

Held via Zoom Cloud Conferencing

Trustees present: Baker, MacLaughlin, Budmen, Gouger, Hluchyj, and Schapley

Absent: Hewitt

Staff: G. Wisniewski, Director; S. Smith, Admin. Asst.; M. St. Leger, Clerk to the Board

REGULAR MEETING

A. CALL TO ORDER

President Budmen called the regular meeting to order at 6:39 p.m.

B. SALUTE TO THE FLAG

C. ACCEPT JULY MEETING MINUTES.

D. CORRESPONDENCE: Letter and Donation from Barry and Barbara Gordon.

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget Status Report through July. These reports were previously distributed electronically.
- Bank Statements through June 2020 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.
- GASB 75 has been completely updated.
- LCSD has negotiated a tax settlement with Macy's with the Library's portion totaling \$2,700.
- Inero is tentatively scheduled to start the annual audit the week of September 7th.
- Gouger reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated July 9, 2020 through August 12, 2020.

Budmen seconded the motion.

Aye: Baker, MacLaughlin, Budmen, Gouger, Hluchyj, Schapley.

Final Resolution: Motion Carried

2. President's Report:

- Attorney Robert Germain advised that the term limit set in the most recent update of the By-Laws is proper as it was reviewed and voted on and approved by the board in a public manner.
- The NYS Library Trustee's Association has become part of the NY Library Association. The annual NYLA Conference will be held online this year on November 5th and 6th. There are sessions geared towards library trustees regarding legal issues and budget planning. NYLA.org

3. Director's Report

- Patron visits began July 15th by appointment. Between July 15-31 there were 704 patron visits. The Grab and Go in the garage had 1,755 appointments to pick up items during July.
- Following up on previous discussions of the diversity of collection.

- Library Journal is offering an online professional development course titled: Evaluating, Auditing, and Diversifying Your Collections. Several staff members will participate in the 3, two-hour sessions.
 - Two resource tools that have been shared with staff are:
 - diversebookfinder.org a searchable database of multicultural children’s books going back to 2002.
 - A wonderful lib guide produced by the Massachusetts Library System called inclusive collections <https://guides.masslibsystem.org/inclusivecollections>
 - A Collection Policy is being developed and will be presented for first reading in September. A diversity statement will be included along with the ALA policies. A separate Local History policy will also be developed.
- All the documents and phased reopening plans developed during the recent shutdown will be consolidated and added to the continuity plan. Should this type of shut down occur again we will have everything prepared as a guide.
 - A Telecommuting policy is being drafted and will be presented to the board. The need for this policy is a result of the recent shut down and will provide needed guidelines for working from home.
 - The Business Manager has been working with FEMA on our grant application to try and recoup some of our expenses directly related to the pandemic and materials needed for patron safety.
 - An update on the NYS Construction grant application from last year to pay for shelving in the Children’s Room. The state funds are bonded so it is likely the funds are secured for the grant, but there are no rules. The project will remain on hold until we receive the funds.
 - Baker inquired about programs and reviewing titles of programs.
4. OCPL Report: The County Executive is delaying the opening of the Central library and the branches due to the budget issues in the county. Curbside pickups will continue for now. The library budget has had cuts to materials budget in order to preserve further staff reductions. There is a 20% cut in basic state library aid coming from Albany. Funding comes from the state and is distributed to the libraries in the system. Library systems is the only agency to get specific funds right now. SCSD is working with OCPL to find space for students on the days they are not in the classroom and do not have internet access at home.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes
No changes
2. Alfred W. Richberg Fund for Liverpool Public Library Proposal
The library received notification of the distribution amount available (\$13,200) this year from the *Alfred W. Richberg Fund for Liverpool Public Library*. The library is required to submit a proposal documenting how it plans to utilize the annual distribution. This year’s proposal will focus on “Helping Parents Find Solutions”
Hluchyj made a motion and Gouger seconded to authorize the Director to submit the project proposal.
Aye: Baker, MacLaughlin, Budmen, Gouger, Hluchyj, Schapley.
Final Resolution: Motion Carried
3. Copyright Policy for first Reading
Motion to accept the policy for First Reading by Baker, second by MacLaughlin.
Aye: Baker, MacLaughlin, Budmen, Gouger, Hluchyj, Schapley.
Final Resolution: Motion Carried
4. Freedom of Information (FOIL) Policy for first reading
Motion to accept the policy for First Reading by Gouger, second by Baker.
Aye: Baker, MacLaughlin, Budmen, Gouger, Hluchyj, Schapley.
Final Resolution: Motion Carried
5. Meeting Room Use Policy for first Reading.
Motion to accept the policy for first Reading by Schapley, second by Hluchyj.
Aye: Baker, MacLaughlin, Budmen, Gouger, Hluchyj, Schapley.
Final Resolution: Motion Carried

H. OPEN FORUM: no comments.

I. BOARD FORUM: no comments.

J. EXECUTIVE SESSION –

Budmen stated the need for an executive session to discuss a Legal Matter with no action to followed by an executive session to discuss a personnel matter related to a particular employee with possible action to follow.

Gouger made a motion and Hluchyj seconded to move into executive session at 7:16 p.m. for the previously stated matters.

Aye: Baker, MacLaughlin, Budmen, Gouger, Hluchyj, Schapley.

Final Resolution: Motion Carried

Wisniewski and Smith were asked to attend.

Wisniewski left the executive session at 7:48pm

The board returned from executive session at 8:18 p.m. and there was no action.

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

Respectfully submitted,

Martina St Leger

Martina St. Leger, Clerk to the Board

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 08/31/2020

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
7410-160-16072	Account Clerk II	29,000.00	0.00	29,000.00	4,147.32	0.00	24,852.68
7410-160-16081	Administrative Assistant	51,500.00	0.00	51,500.00	8,536.14	40,783.86	2,180.00
7410-160-16082	Library Media Specialist	0.00	0.00	0.00	0.00	0.00	0.00
7410-160-16083	Administrative Aide	47,000.00	0.00	47,000.00	7,705.44	36,815.56	2,479.00
7410-160-16120	Public Info. Specialist	67,000.00	0.00	67,000.00	11,223.45	53,623.55	2,153.00
7410-160-16121	Public Information Asst.	40,000.00	0.00	40,000.00	6,687.45	31,951.55	1,361.00
7410-160-16125	Graphic Tech	0.00	0.00	0.00	0.00	0.00	0.00
7410-160-16130	Computer Equip Maint Spec	0.00	0.00	0.00	0.00	0.00	0.00
7410-160-16131	LAN Support Specialist	98,000.00	0.00	98,000.00	15,684.19	42,697.45	39,618.36
7410-160-16132	Systems Librarian	0.00	0.00	0.00	0.00	0.00	0.00
7410-160-16135	Librarian III	66,000.00	0.00	66,000.00	10,936.80	52,254.20	2,809.00
7410-160-16138	Clerk of the Board	0.00	0.00	0.00	0.00	0.00	0.00
7410-160-16139	Librarian Assistant	121,000.00	0.00	121,000.00	19,895.40	95,056.60	6,048.00
7410-160-16140	Library Page	98,000.00	0.00	98,000.00	0.00	0.00	98,000.00
7410-160-16141	Librarian I	453,500.00	0.00	453,500.00	59,588.18	241,874.81	152,037.01
7410-160-16142	Librarian II	106,000.00	0.00	106,000.00	17,586.45	84,025.55	4,388.00
7410-160-16143	Asst Library Director III	80,000.00	0.00	80,000.00	13,307.63	63,581.37	3,111.00
7410-160-16144	Library Director III	108,000.00	0.00	108,000.00	17,561.16	83,903.84	6,535.00
7410-160-16145	Library Clerk III	86,000.00	0.00	86,000.00	14,184.45	8,903.55	62,912.00
7410-160-16146	Library Clerk II	170,500.00	0.00	170,500.00	28,570.50	136,505.50	5,424.00
7410-160-16147	Library Clerk I	146,000.00	0.00	146,000.00	15,242.76	77,683.10	53,074.14
7410-160-16149	Personnel Aide	32,500.00	0.00	32,500.00	4,564.18	0.00	27,935.82
7410-160-16150	Personnel Analyst	59,000.00	0.00	59,000.00	9,814.73	46,893.27	2,292.00
7410-160-16152	Custodial Worker	50,000.00	0.00	50,000.00	5,645.90	21,777.95	22,576.15
7410-160-16153	Custodian I	46,000.00	0.00	46,000.00	7,616.70	36,391.30	1,992.00
7410-160-16154	Custodian II	56,000.00	0.00	56,000.00	9,283.05	44,352.95	2,364.00
7410-160-16157	Security Guard	76,000.00	0.00	76,000.00	10,230.48	33,076.93	32,692.59
7410-160-16199	Extra Pay	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
1 Personal Services - State object Subtotal		2,097,000.00	0.00	2,097,000.00	298,012.36	1,232,152.89	566,834.75
7410-200-20200	Purchase of Vehicles	0.00	0.00	0.00	0.00	0.00	0.00
7410-200-20201	Office Furniture	0.00	0.00	0.00	0.00	0.00	0.00
7410-200-20235	Computer Hardware	50,000.00	0.00	50,000.00	1,366.25	0.00	48,633.75
2 Equipment - State object Subtotal		50,000.00	0.00	50,000.00	1,366.25	0.00	48,633.75
7410-400-40401	Fees	30,000.00	0.00	30,000.00	3,120.73	0.00	26,879.27
7410-400-40402	Consultant/Profess. Fees	32,000.00	0.00	32,000.00	0.00	0.00	32,000.00
7410-400-40403	Election Expenses	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
7410-400-40404	Insurance	25,300.00	0.00	25,300.00	0.00	0.00	25,300.00
7410-400-40405	Memberships	800.00	0.00	800.00	0.00	0.00	800.00

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 08/31/2020

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
7410-400-40406	Postage	11,500.00	0.00	11,500.00	0.00	0.00	11,500.00
7410-400-40416	Database/Software Maint.	80,000.00	0.00	80,000.00	15,479.08	0.00	64,520.92
7410-400-40425	Electric Power	35,000.00	0.00	35,000.00	2,566.75	0.00	32,433.25
7410-400-40426	Telephone Service	20,000.00	0.00	20,000.00	1,762.17	0.00	18,237.83
7410-400-40427	Water	2,500.00	0.00	2,500.00	280.80	0.00	2,219.20
7410-400-40435	Contract - Cloud Hardware	5,000.00	0.00	5,000.00	463.93	0.00	4,536.07
7410-400-40438	Continuing Education	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
7410-400-40439	Board Expenses	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
7410-400-40465	Selected Proj.-1st Floor	0.00	0.00	0.00	0.00	0.00	0.00
7410-400-40466	Selected Projects	9,500.00	0.00	9,500.00	480.00	0.00	9,020.00
7410-400-40468	Maint & Lg. Equip Repairs	28,000.00	0.00	28,000.00	465.00	0.00	27,535.00
7410-400-40469	Other Equipment Repairs	22,000.00	0.00	22,000.00	1,262.85	0.00	20,737.15
7410-400-40470	Rentals	24,000.00	0.00	24,000.00	4,637.52	0.00	19,362.48
7410-400-40486	Conference	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
7410-400-40488	Mileage/Travel	3,550.00	0.00	3,550.00	0.00	0.00	3,550.00
7410-400-40495	Tuition Reimbursement	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
7410-450-45301	General Supplies	6,000.00	0.00	6,000.00	245.01	0.00	5,754.99
7410-450-45303	Library Books/ebooks	132,000.00	0.00	132,000.00	5,642.83	0.00	126,357.17
7410-450-45307	Library Supplies	33,000.00	0.00	33,000.00	2,358.36	0.00	30,641.64
7410-450-45310	Subscriptions	12,000.00	0.00	12,000.00	463.60	0.00	11,536.40
7410-450-45311	Audio and Video	90,000.00	0.00	90,000.00	4,863.31	0.00	85,136.69
7410-450-45322	Serials	0.00	0.00	0.00	0.00	0.00	0.00
7410-450-45327	Electronic Databases	37,200.00	0.00	37,200.00	31.98	0.00	37,168.02
7410-450-45330	Data Processing Supplies	10,000.00	0.00	10,000.00	52.90	0.00	9,947.10
7410-450-45331	Network Software	16,000.00	0.00	16,000.00	2,979.58	0.00	13,020.42
7410-450-45333	Computer Software	9,000.00	0.00	9,000.00	910.82	0.00	8,089.18
7410-450-45344	Custodial Supplies	20,500.00	0.00	20,500.00	190.87	0.00	20,309.13
7410-450-45389	A V Supplies	4,000.00	0.00	4,000.00	290.70	0.00	3,709.30
4 Contractual and Other - State object Subtotal		711,850.00	0.00	711,850.00	48,548.79	0.00	663,301.21
9010-810-00000	Employee Retirement	230,000.00	0.00	230,000.00	35,543.46	155,225.94	39,230.60
9030-830-00000	Social Security	160,500.00	0.00	160,500.00	22,798.05	94,259.78	43,442.17
9040-840-00000	Workers' Compensation	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
9050-850-00000	Unemployment Insurance	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
9060-860-00000	Hosp., Med., Dent. Ins.	864,450.00	0.00	864,450.00	0.00	0.00	864,450.00
8 Employee Benefits - State object Subtotal		1,280,950.00	0.00	1,280,950.00	58,341.51	249,485.72	973,122.77
9901-950-00000	Transfer to other funds	0.00	0.00	0.00	0.00	0.00	0.00
9910-950-00000	Transfer to Capital Fund	0.00	0.00	0.00	0.00	0.00	0.00
9 Other Interfund Transfers - State object Subtotal		0.00	0.00	0.00	0.00	0.00	0.00

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 08/31/2020

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
Total PUBLIC LIBRARY		4,139,800.00	0.00	4,139,800.00	406,268.91	1,481,638.61	2,251,892.48

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 08/31/2020

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Selection Criteria

Criteria Name: Last Run
Fund: L
Budget type: Current Year
As Of Date: 08/31/2020
Sort by: Fund/State object
Printed by Sheila Smith

LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 08/31/2020

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
1001-000		Real Property Taxes	3,890,400.00	0.00	3,890,400.00	0.00	3,890,400.00	
1081-000		Contrib in Lieu of Taxes	65,000.00	0.00	65,000.00	0.00	65,000.00	
2082-000		Library Charges	33,000.00	0.00	33,000.00	0.00	33,000.00	
2401-000		Interest Earnings	1,400.00	0.00	1,400.00	6.64	1,393.36	
2680-000		Insurance Recoveries	0.00	0.00	0.00	0.00		
2703-VCK		Outstanding Check P/Y	0.00	0.00	0.00	0.00		
2705-000		Gifts and Donations	18,000.00	0.00	18,000.00	275.00	17,725.00	
2705-DJB		Gifts and Donations-Boyce	0.00	0.00	0.00	0.00		
2760-000		Other Than LLIA Grants	0.00	0.00	0.00	0.00		
2770-000		Other Unclassified	48,000.00	0.00	48,000.00	0.00	48,000.00	
2770-ADJ		Misc. Short and Over	0.00	0.00	0.00	0.00		
3840-000		State Aid for Libraries	1,000.00	0.00	1,000.00	0.00	1,000.00	
3840-A01		System Cash Grant	38,000.00	0.00	38,000.00	0.00	38,000.00	
5999-000		Appropriated Fund Balance	0.00	0.00	0.00	0.00		
Total PUBLIC LIBRARY			4,094,800.00	0.00	4,094,800.00	281.64	4,094,518.36	0.00

Selection Criteria

Criteria Name: Last Run
As Of Date: 08/31/2020
Sort by: Fund
Printed by Sheila Smith

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

**LIVERPOOL CENTRAL SCHOOL DISTRICT
TREASURER'S REPORT
May 31, 2020**

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
<u>JP MORGAN CHASE</u>				
School Lunch XXX XXX 0904	\$1,535,393.53	\$0.00	\$0.00	\$1,535,393.53
General MM XXX-XX6788	\$22,386,575.40	\$0.00	\$0.00	\$22,386,575.40
Reserve MM XXX-XX3311	\$15,506,282.77	\$0.00	\$0.00	\$15,506,282.77
General Disb. NOW XXX-XX5257	\$6,594,991.28	\$45.00	\$905,799.66	\$5,689,236.62
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$2,049,068.57	-\$2,049,068.57 (1)
Public Library savings XXX-XX8316	\$523,555.29	\$0.00	\$0.00	\$523,555.29
Expendable Trust XXX-XXX7906	\$191,574.16	\$0.00	\$0.00	\$191,574.16
Capital Fund MM XXX-XX8251	\$14,632,213.46	\$0.00	\$0.00	\$14,632,213.46
Benefit Funding Account XXX-XX5230	\$50,000.00	\$0.00	\$0.00	\$50,000.00
<u>CITIZENS BANK</u>				
General Fund XXXXXX-162-4	\$4,276,504.63	\$0.00	\$0.00	\$4,276,504.63
<u>M & T</u>				
Capital Fund MM XXXXXXXXXX6329	\$652,457.32	\$0.00	\$0.00	\$652,457.32
General Fund MM XXXXXXXXXX5708	\$11,421,220.84	\$0.00	\$278.00	\$11,420,942.84
<u>KEYBANK</u>				
General fund XXX-XX611-2	\$3,215,892.10	\$0.00	\$0.00	\$3,215,892.10
Public Library NOW XXX-XX0061	\$742,952.85	\$0.00	\$0.00	\$742,952.85
TOTALS	\$81,729,613.63	\$45.00	\$2,955,146.23	\$78,774,512.40

- (1) The General Disbursement account is the account through which most district checks are paid. The account will reflect any outstanding checks and will show a negative general ledger balance. The money to cover the outstanding obligations is transferred into the NOW account by the district. The bank transfers money from the NOW account into the General Disbursement account as checks are presented for payment. District personnel ensure sufficient funds are available in the NOW account to cover checks clearing. JPMorgan Chase Bank requires an \$800,000 compensating balance in this account at all times and the two accounts will always have a combined balance of at least \$800,000 on this report.

TREASURER'S REPORT page 2

Part B: Cash Position by Fund

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
General & Trust and Agency	\$59,656,668.48	\$12,834,190.53	\$12,773,794.03	\$59,717,064.98
School Lunch	\$1,584,434.82	\$2,574.92	\$51,616.21	\$1,535,393.53
Special Aid	\$0.00	\$1,015.00	\$1,015.00	\$0.00
Capital, Cap Int & Debt Serv.	\$19,804,528.89	\$1,941.09	\$1,501,855.66	\$18,304,614.32
Public Library	\$1,500,786.87	\$2,675.26	\$236,953.99	\$1,266,508.14

I certify that each of the above accounts have been reconciled to the bank balance.

Carol-Anne M. Mathews

Treasurer

Note: Additional district funds of \$585,800 are held by Excellus as a required cash advance for health self-insurance.

Part C: Collateral Statement

ACCOUNT	BANK BALANCE	FDIC	COLLATERAL	OVER (SHORT)
JP MORGAN CHASE				
School Lunch	1,535,393.53			
General MM	22,386,575.40			
Reserve MM	15,506,282.77			
General Disb NOW	6,594,991.28			
General Disbursing	0.00			
Public Library Savings	523,555.29			
Expendable Trust	191,574.16			
Capital Fund MM	14,632,213.46			
Benefit Funding Account	\$50,000.00			
TOTAL	61,420,585.89	500,000.00	66,221,100.35	5,300,514.46
CITIZENS BANK				
General fund	4,276,504.63	250,000.00	4,107,294.55	80,789.92
M & T				
Capital MM	652,457.32			
General MM	11,421,220.84			
TOTAL	12,073,678.16	250,000.00	11,823,679.00	0.84
KEYBANK				
General Fund MM	3,215,892.10			
Public Library NOW	742,952.85			
TOTAL	3,958,844.95	500,000.00	3,528,654.71	69,809.76
TOTAL	\$81,729,613.63	\$1,500,000.00	\$85,680,728.61	\$5,451,114.98

PERSONNEL CHANGES

APPOINTMENTS

Name	Position	Salary	Start Date
Reif, Brett	Library Clerk I (PT)	\$12.07 p/h	8/31/2020

**Liverpool Public Library
Board Policy**

Page 1 of 1

COPYRIGHT LAW

First Reading: 08.12.2020

Second Reading: 09.09.2020

The Liverpool Public Library complies with applicable U.S. copyright laws. The copyright law of the United States (Title 17, U.S.Code) governs the use of copyrighted materials. Liverpool Public Library is not responsible for the improper or illegal use of copyrighted materials by its patrons. The person using our resources is responsible for guarding against the infringement of rights that may be held by others and for clearing reproduction rights and copyright restrictions when applicable.

**Liverpool Public Library
Board Policy**

Page 1 of 1

**FREEDOM OF INFORMATION
(FOIL) POLICY**

First Reading: 08.12.2020

Second Reading: 09.09.2020

The Liverpool Public Library will respond to written requests that seek access to records in accordance with the New York State Public Officers Law, sections 84-90. All requests must be signed and submitted to the Records Access Officer in writing.

MEETING ROOM USE POLICY

First Reading: 08.12.2020

Second Reading: 09.09.2020

The meeting rooms of the Liverpool Public Library are primarily for the use of the library for its own programs and activities. The Library's use of its own facilities, including the building and grounds, for its own purposes, will always take precedence over any other use.

Use of the Meeting Rooms/Lobby by Groups, Organizations, and Agencies

The Board of Trustees of the Liverpool Public Library welcomes and encourages the use of the library's meeting rooms or lobby by not-for-profit groups, organizations, and agencies engaged in educational, cultural, intellectual, or civic meetings or activities of interest and/or benefit to the community.

Use of the library's meeting rooms and lobby is available to qualifying entities without regard to the religious, political, philosophical, or other content of speech at such meetings.

Granting of permission to use the library facilities does not constitute an endorsement by the Board of Trustees or the library staff of the beliefs or ideas expressed by organizations or individuals using the space.

Duly constituted continuing political groups may use the rooms for general purposes as long as the meeting is open to the entire public, not just members of that particular party. Committees for the advancement of an individual's political campaign shall be denied such use.

Community groups are limited to one meeting room use per month. Exceptions may be granted by the Board of Trustees.

Independent events or meetings of community groups will not be publicized in a manner that might suggest Liverpool Public Library sponsorship or affiliation. All meetings, programs, and events (except lawful executive sessions of governmental bodies) will be open to the public, should anyone wish to attend.

Public performances of copyrighted material such as music and movies usually require the permission of the copyright holder. The group planning to show or perform such material is solely responsible for obtaining the required copyright clearance.

Fees

Meeting admittance must be free.

No admission or donation fee may be charged. The only exceptions are:

- 1-- Paid registration at conferences or institutes, held in cooperation with the library.
- 2-- Payment of fees for regularly scheduled education courses.
- 3-- Payment for materials required for educational projects.

Fundraising, Sales, and Giveaways

Sales of products, services, or fund-raising are permissible only under the following circumstances:

1-- It must be part of a Library-sponsored or co-sponsored program or activity, and the general nature of items to be sold or given away are approved by the Director in advance.

OR

2-- It must, in whole or in part, benefit the Liverpool Public Library.

Other Sales or Fundraising

Except as noted above, products or services may not be advertised or sold in the library except to benefit the library. Solicitation is not allowed in the library or on library grounds.

Safety Rules

The Board of Trustees bears the responsibility for protecting the safety of the building and its contents and the health and wellbeing of those who use the premises. Activities detrimental to those responsibilities are prohibited.

No alcoholic beverages may be served or consumed.

No candles with open flames are allowed.

Community groups applying for the use of library meeting rooms are responsible for fully communicating the scope of activities planned, including anticipated attendance and any out of the ordinary impact their event might have on library operations.

Community groups using the library meeting rooms are expected to leave the room in the condition it was found and clean up any trash or waste.

The library reserves the right to deny or revoke permission to any user or group whose planned use of the library's meeting rooms is deemed detrimental to the library's operations, or does not comply with this policy. Violation of policies and procedures may result in denial of future access to the space.

The Director may from time to time promulgate rules and regulations for the scheduling and use of library meeting rooms.

Liverpool Public Library Board Policy

Page 1 of 1

COLLECTION POLICY

First Reading: 09.9.2020

Liverpool Public Library provides free, open, and equal access to ideas and information for all members of the community. The library recognizes its responsibility to carefully select and maintain its print, non-print, and digital collections in support of its mission to connect our community, engage people, and inspire discovery, learning, and growth. The collection also serves the general educational interest, recreational, and entertainment needs of the public, and reflects the racial, ethnic, and cultural diversity of the community.

The library makes its resources available to every patron regardless of national origin, age, background, or personal beliefs.

Expanding areas of knowledge, changing social values, technological advances and cultural differences requires flexibility, open-mindedness and responsiveness in the selection, evaluation, and reevaluation of all resources.

Access

Liverpool Public Library has adopted the following American Library Association guidelines for public access to information:

- ALA Bill of Rights
<http://www.ala.org/advocacy/intfreedom/librarybill>
- ALA Code of Ethics
<http://www.ala.org/tools/ethics>
- ALA Freedom to Read Statement
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- ALA Freedom to View Statement
<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Responsibility

Responsibility for the selection of library resources belongs to the Library Director. At the discretion of the Director, qualified staff are assigned selection responsibilities. Patrons and staff are encouraged to recommend titles for consideration however, there is no guarantee these items will be purchased.

Selection

Standard professional journals, as well as popular and local media sources, are used in the selection process. The library's acquisition of any resource does not constitute endorsement.

While a single standard cannot be applied, potential resources are judged by appropriate criteria:

- relevance to community needs, interests, and demand
- balance with the current collection
- suitability to the intended audience of subject, style, format, interest and reading level
- reputation of the author, composer, filmmaker, publisher, or producer
- quality of writing, design, illustration, or production

We recognize that some resources may be considered controversial and that any given item may offend some patrons. Selection will not be made on the basis of anticipated approval or disapproval, but solely on the basis of this policy's guidelines.

Responsibility for monitoring a child's access to resources rests with the parent or legal guardian.

Library resources will not be marked or identified to show approval or disapproval of their contents.

Withdrawal

The collection is reviewed and evaluated regularly in order to meet current community needs.

Withdrawn materials are evaluated for their potential to recoup value for the library, and may be sold by the library, offered at public auction, sent to other agents for resale, or discarded.

At the Director's discretion, discarded materials may be:

- donated outright to other libraries or non-profit or educational organizations, or
- recycled or otherwise disposed of properly.

Request for Reconsideration

The Liverpool Public Library strives to provide access to a wide range of materials & events representing varying points of view, without promoting a single perspective.

In some cases, patrons may take issue with specific library materials/events they find offensive or inappropriate for the collection or event calendar. Should a patron feel that an item or event should be removed, reclassified, or canceled the following steps may be taken, although we encourage the patron to first talk to a librarian about their concerns.

- I. The patron should complete a Request for Reconsideration form. The completed form will go to the Director and librarian responsible for the development and selection of that area of the library's collection or event.
- II. The Director or Designee will send acknowledgement of receipt of the Request for Reconsideration form to the patron within three working days. Staff will evaluate journal and other reviews, selection criteria used to purchase the item, or schedule the event. Information submitted by the patron will be included in the evaluation. A written response will be made by the Library Director within 30 days of receiving the formal objection.
- III. If the Director's response does not satisfactorily resolve the issue, the patron may request, in writing, that the matter be presented to and reviewed by the Library Board. The patron should provide written and/or verbal arguments as to why the material or event in question should be removed, reclassified, or canceled. A decision will be made by the Library Board at a regularly scheduled meeting and, once a decision has been rendered, the patron will receive written notification from the Board.

The material/event in question will remain active during the review process.