



BOARD OF TRUSTEES MEETING
Wednesday, September 8, 2021 at 6:30 p.m.
Carman Community Room

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. Staff Report
 - 2. Financial Report
 - a. Approval of Invoices for August 12, 2021, through September 8, 2021
 - 3. President's Report
 - 4. Director's Report
 - 5. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
 - 1. Personnel
 - 2. Program Policy for Second Reading.
 - 3. Volunteer Policy for Second Reading
 - 4. Social Media Policy for Employees - Discussion
 - 5. Approval of the MOU with OCPL.
 - 6. Employee Handbook
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION – *if needed*
- K. ADJOURNMENT



MINUTES
BOARD OF TRUSTEES MEETING
August 11, 2021
Carman Community Room

Trustees present: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley
Staff: G. Wisniewski, Director; S. Smith, Business Manager; M. St.Leger, Clerk to the Board

REGULAR MEETING

A. CALL TO ORDER

President Budmen called the reorganizational meeting to order at 6:33 p.m.

B. SALUTE TO THE FLAG

C. ACCEPT JULY MEETING MINUTES

D. CORRESPONDENCE: none

E. AGENDA CHANGES: The Open Forum and Executive Session were moved up on the agenda.

F. OPEN FORUM: Union President, Maggie Foster, asked the board to consider closing the library on Sunday, December 26, 2021. The closing would be unpaid and a one-time request.

Hluchyj made a motion to close the library, as an unpaid closing for staff, on Sunday, December 26, 2021. Seconded by Shapley.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

G. EXECUTIVE SESSION

Budmen stated the need for an executive session to discuss a legal matter with action to follow. Baker made a motion and Hewitt seconded to move into executive session for the previously stated matter.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

Wisniewski and Smith were asked to attend.

The board moved into executive session at 7:12 p.m. with action to follow.

Schapley made a motion to return from executive session at 7:27 p.m, seconded by Baker.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

H. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget Status Report through June. These reports were previously distributed electronically.
- Bank Statements through May 2021 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 July 15, 2021, through August 11, 2021.
Baker made a motion to authorize payment of the audited invoices. Schapley seconded the motion.
Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Final Resolution: Motion Carried

2. President's Report

- The Director's Annual Evaluation was completed. A written evaluation was given to the Director and goals were set. Budmen would like the evaluation process to be formalized and asked for volunteers to form a sub-committee. Hewitt stepped up to lead the subcommittee and Hluchyj offered to assist.

3. Director's Report

- Masks are once again required by public and staff in the library. Custodial and Security staff report the public, not wearing a mask, are more compliant when asked to put on a mask. Grab n Go remains an option to for patrons who prefer not to enter the library for their holds.
- The millwork pieces for the Children's Room are expected soon along with the remaining shelves.
- Programming is still being held outside under the tent and will continue as long as the weather cooperates.
- Our Children's Librarians created 16 Discovery to go kits with funds from last year's Richberg Grant. Each kit has a different theme, such as Seasons and Weather, Life Cycles, Transportation, etc, and all tie into STEAM.
- LPL has launched a Telehealth program to assist our patrons with telemedicine appointments. A study room is reservable along with a chromebook if needed.
- Legal has reviewed the MOU between LPL and LCSD for the digital student library card program.

4. OCPL Report: The proposed MOU with all county member libraries and OCPL was provided to the trustees for their review. The MOU will be on the September Board agenda for discussion and approval

I. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Coviello, Carrie	Library Clerk I (PTAN)	7/28/2021

PROMOTION

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Fahsel, Eric	Custodial Worker I (PT)	\$14.50 p/h	9/11/2021

APPOINTMENTS

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Daghita, David	Systems Librarian (provisional)	\$28.17 p/h	8/23/2021

Motion by McLaughlin to accept the Personnel List as presented second by Gouger.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Final Resolution: Motion Carried

2. Program Policy for First Reading

Hluchyj made a motion and Gouger seconded to approve the policy for first reading.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Final Resolution: Motion Carried

3. Volunteer Policy for First Reading

Hluchyj made a motion and Baker seconded to approve the policy for first reading.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Final Resolution: Motion Carried

4. Social Media Policy for Employees for First Reading

The policy was tabled until the September meeting

5. CSEA Contract Agreement effective July 1, 2021, through June 30, 2022

Motion by Schapley to accept the agreement as presented second by Hewitt.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Final Resolution: Motion Carried

6. Management Agreement effective July 1, 2021 through June 30, 2022

Motion by Gouger to accept the agreement as presented second by Schapley.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Final Resolution: Motion Carried

J. BOARD FORUM:

Gouger made a motion to give the Director a 1.5% raise effective July 1, 2021, which was seconded by Baker.

Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Final Resolution: Motion Carried

- Baker commented on the Telehealth program and thanked the staff for having the foresight to implement the program. Wisniewski mentioned hotspots are available to assist with telehealth appointments outside the library.
- Gouger mentioned the annual NYLA Conference is in Syracuse this year and will be held November 3rd – 6th.

K. ADJOURNMENT: The meeting was adjourned at 8:05 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board

LIVERPOOL CENTRAL SCHOOL DISTRICT
TREASURER'S REPORT
May 31, 2021

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
JP MORGAN CHASE				
School Lunch XXX XXX 0904	\$1,371,774.61	\$134.96	\$0.00	\$1,371,909.57
General MM XXX-XX6788	\$24,349,495.56	\$0.00	\$0.00	\$24,349,495.56
Reserve MM XXX-XX3311	\$0.00	\$0.00	\$0.00	\$0.00
General Disb. NOW XXX-XX5257	\$6,605,492.06	\$0.00	\$949,335.24	\$5,656,156.82
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$464,627.24	-\$464,627.24 (1)
Public Library savings XXX-XX8316	\$1,389,089.43	\$0.00	\$0.00	\$1,389,089.43
Expendable Trust XXX-XXX7906	\$177,484.75	\$0.00	\$0.00	\$177,484.75
Capital Fund MM XXX-XX8251	\$8,223,864.22	\$0.00	\$0.00	\$8,223,864.22
Benefit Funding Account XXX-XX5230	\$50,000.00	\$0.00	\$0.00	\$50,000.00
NYCLASS				
General Fund XXX-XX1131	32,004,003.85	0.00	0.00	\$32,004,003.85
CITIZENS BANK				
General Fund XXXXXX-162-4	\$4,279,469.27	\$0.00	\$0.00	\$4,279,469.27
M & T				
Capital Fund MM XXXXXXXXXX6329	\$708,702.89	\$0.00	\$0.00	\$708,702.89
General Fund MM XXXXXXXXXX5708	\$2,298,269.76	\$0.00	\$0.00	\$2,298,269.76
KEYBANK				
General fund XXX-XX611-2	\$0.00	\$0.00	\$0.00	\$0.00
Public Library NOW XXX-XX0061	\$519,480.50	\$0.00	\$0.00	\$519,480.50
TOTALS	\$81,977,126.90	\$134.96	\$1,413,962.48	\$80,563,299.38

(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	\$64,373,459.04	\$13,740,490.93	\$12,073,061.31	\$66,040,888.66
School Lunch	\$1,275,708.47	\$96,201.10	\$0.00	\$1,371,909.57
Special Aid	\$0.00	\$1,338,208.00	\$1,338,208.00	\$0.00
Capital, Cap Int & Debt Serv.	\$12,291,850.06	\$411.10	\$585,702.70	\$11,706,558.46
Public Library	\$2,060,512.08	\$1,268.27	\$153,210.42	\$1,908,569.93

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

Carol Anne M. Matthews

Treasurer

Note: Additional district funds of \$651,900 are held by Excellus as a required cash advance for health self-insurance.

Part C: Collateral Statement

ACCOUNT	BANK BALANCE	FDIC	COLLATERAL	OVER (SHORT)
<u>JP MORGAN CHASE</u>				
School Lunch	1,371,774.61			
General MM	24,349,495.56			
Reserve MM	0.00			
General Disb NOW	6,605,492.06			
General Disbursing	0.00			
Public Library Savings	1,389,089.43			
Expendable Trust	177,484.75			
Capital Fund MM	8,223,864.22			
Benefit Funding Account	\$50,000.00			
TOTAL	42,167,200.63	500,000.00	44,553,895.64	2,886,695.01
<u>CITIZENS BANK</u>				
General fund	4,279,469.27	4,279,469.27	0.00	0.00
<u>* NYCLASS</u>				
General fund	32,004,003.85	250,000.00	31,754,003.85	0.00
* Deposits are covered by a pledge pool in proportion to the amount on deposit to NYCLASS's total deposits secured by the pool.				
<u>M & T</u>				
Capital MM	708,702.89			
General MM	2,298,269.76			
TOTAL	3,006,972.65	250,000.00	2,812,112.16	55,139.51
<u>KEYBANK</u>				
General Fund MM	0.00			
Public Library NOW	519,480.50			
TOTAL	519,480.50	250,000.00	289,215.67	19,735.17
TOTAL	\$81,977,126.90	\$5,529,469.27	\$79,409,227.32	\$2,961,569.69

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 08/31/2021

Fiscal Year: 2022

Fund: L PUBLIC LIBRARY

Budget Account	Description	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
160 Non-Instructional Salarie		1,936,000.00	272,697.03	126,110.52	1,216,074.17	447,228.80
200 Furniture & Equipment		238,255.62	52,250.05	52,250.05	101,005.57	85,000.00
400 Contractual		371,300.00	36,905.12	12,165.58	0.00	334,394.88
450 Supplies		402,000.00	9,027.35	7,944.38	0.00	392,972.65
810 Employee Retirement		230,000.00	36,958.15	16,958.04	170,426.72	22,615.13
830 Social Security		160,500.00	20,861.28	9,647.46	93,029.67	46,609.05
840 Workers Compensation		25,000.00	0.00	0.00	0.00	25,000.00
850 Unemployment Insurance		5,000.00	0.00	0.00	0.00	5,000.00
860 Health Insurance		925,000.00	74,499.89	74,499.89	0.00	850,500.11
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00
Total PUBLIC LIBRARY		4,293,055.62	503,198.87	299,575.92	1,580,536.13	2,209,320.62

LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 08/31/2021

Fiscal Year: 2022

Fund: L PUBLIC LIBRARY

Revenue Account	Subfund	Description	Original Estimate	Current Estimate	Year-to-Date	Current Cycle	Anticipated Balance	Excess Revenue
1001-000		Real Property Taxes	3,890,400.00	3,890,400.00	0.00	0.00	3,890,400.00	
1081-000		Contrib in Lieu of Taxes	65,000.00	65,000.00	0.00	0.00	65,000.00	
2082-000		Library Charges	15,000.00	15,000.00	94.88	0.00	14,905.12	
2401-000		Interest Earnings	1,000.00	1,000.00	11.93	0.00	988.07	
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	18,000.00	342.63	0.00	17,657.37	
2705-DJB		Gifts and Donations-Boyce	0.00	0.00	0.00	0.00		
2760-000		Other Than LLIA Grants	0.00	0.00	2,500.00	0.00		2,500.00
2770-000		Other Unclassified	48,000.00	48,000.00	1,540.55	0.00	46,459.45	
2770-ADJ		Misc. Short and Over	0.00	0.00	0.34	0.00		0.34
3840-000		State Aid for Libraries	1,000.00	1,000.00	0.00	0.00	1,000.00	
3840-A01		System Cash Grant	30,000.00	30,000.00	0.00	0.00	30,000.00	
5999-000		Appropriated Fund Balance	0.00	0.00	0.00	0.00		
Total PUBLIC LIBRARY			4,068,400.00	4,068,400.00	4,490.33	0.00	4,066,410.01	2,500.34

Selection Criteria

Criteria Name: Last Run
 As Of Date: 08/31/2021
 Show Actual revenue in 'As Of' cycle
 Sort by: Fund
 Printed by Martina St. Leger

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

These are estimates to balance the budget

PERSONNEL CHANGES

RESIGNATION

Name

Anno, Ashlee

Position

Librarian I (PT)

Effective Date

7/28/2021

RETIREMENT

Name

Cornell, Cheryl

Position

Library Clerk II (FT)

Effective Date

9/24/2021

**Liverpool Public Library
Board Policy**

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PROGRAM POLICY

First Reading: 08.11.2021

Second Reading: 09.08/2021

Library programs meet the informational, educational, and cultural needs and interests of community members and are **intended** to introduce and encourage use of the library and its materials. **Programs are designed to reflect the diversity of the community.**

Attendance at **most** library programs or co-sponsored programs will be free of charge. The only exceptions are in the case of paid registration for conferences or institutes, held in cooperation with the library, payment of fees for regularly scheduled education courses sponsored by non-profit organizations, or payment for materials required for educational projects, group discussion, or instruction.

**Liverpool Public Library
Board Policy**

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VOLUNTEER POLICY

First Reading: 08.11.2021

Second Reading: 09.08.2021

The Liverpool Public Library Board of Trustees recognizes that volunteers are an important resource for the library. They are valuable assets to the library and provide important links to the community we serve. Their services enhance and supplement the efforts of the paid library staff. Volunteers enrich library services and programming with their energy, creativity, and dedication. **Opportunities are available** for partnering with the Liverpool Central School District and other groups and agencies seeking to place volunteers. Library staff will continually work to recognize the contribution of Library volunteers and seek to expand the Library volunteer group as needed.

Liverpool Public Library volunteers are bound by the rules contained in all Library policies and procedures **and are guided by the same work and behavior codes as staff.** Volunteers working in the library are covered by the Library's Property and Liability Insurance policies.