



MINUTES
BOARD OF TRUSTEES MEETING
September 11, 2024
Carman Community Room

Trustees present: Budmen, Gouger, Hewitt, McLaughlin, Mainville, Wood
Staff: S. Reckhow, Director; A. Borelli, Asst. Director; S. Smith, Business Manager;
E. Martin, Literacy Specialist; C. Reynolds, Clerk to the Board
D. Ulatowski, Town of Clay Supervisor; C. Heaslip, community member

REGULAR MEETING

- A. CALL TO ORDER: President McLaughlin called the meeting to order at 6:32 p.m.
- B. SALUTE TO THE FLAG
- C. ACCEPT AUGUST MEETING MINUTES
- D. CORRESPONDENCE: none
- E. AGENDA CHANGES: none
- F. REPORTS TO THE BOARD
 1. Community Report- Damian Ulatowski, Supervisor, Town of Clay
 - Town of Clay Supervisor updated the Board on plans for a Clay community center.
 2. Staff Report- Erin Martin, Literacy Specialist
 - Erin joined LPL in early June as a Literacy Specialist working with Children and Family Services. She comes to LPL with 20 years of teaching experience and has been busy developing story times with learning stations and other programs. She is looking forward to hosting an educational field trip with LCSD 2nd grade students this winter.
 3. Financial Report
 - The Board received the Budget Status Reports through August. These reports were previously distributed electronically.
 - Bank Statements through May 2024 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 August 15, 2024, through September 11, 2024.

Gouger made a motion to authorize payment of the audited invoices. Hewitt seconded the motion.

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

Final Resolution: Motion Carried
 4. President's Report: None
 5. Director's Report
 - Reckhow thanked the Board and Administration for coordination a successful Staff Development Day. The guest speakers were very engaging and we received positive feedback from staff. Staff spent the afternoon working on guided exercises to begin implementing our Strategic Plan.
 - Asst. Director Borelli updated the Board on the Artist in Residence program and Travel Training with Centro. Both programs were well attended and received great reviews from patrons.
 - The Communications Department is working on flyers for the Village Halloween Parade

- OCPL board meeting will be held at LPL on 9/18/24, Reckhow is looking forward to sharing updates on LPL programs.
- Liverpool Chamber of Commerce will be stopping by on 9/19/24 to thank and recognize the Liverpool Public Library for being a 50-year member.

6. OCPL Report: None

7. Trustee Advisory Council: None

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

	Name	Position	Salary	Effective Date
Appointment	Leppard, Donald	Cust. Worker I	\$31,813.60	9/16/2024

Motion by Budmen to accept the Personnel Changes as presented second by Gouger.

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

Final Resolution: Motion Carried

2. Program Policy for Second Reading and Final Approval

Motion to approve the policy for second reading and final approval by Gouger second by Mainville.

Aye: Budmen, Gouger, Hewitt, McLaughlin, Mainville, Wood

Final Resolution: Motion Carried

3. Volunteer Policy for Second Reading and Final Approval

Motion to approve the policy for second reading and final approval by Gouger second by Budmen.

Aye: Budmen, Gouger, Hewitt, McLaughlin, Mainville, Wood

Final Resolution: Motion Carried

4. Election Day Closing

Budmen made a motion, second by Mainville, to close Liverpool Public Library for public services on Tuesday, November 5, 2024. Carman room and lobby will remain open as a polling location. Staff will report to work.

Aye: Budmen, Gouger, Hewitt, McLaughlin, Mainville, Wood

Final Resolution: Motion Carried

H. OPEN FORUM:

- Cindy Heaslip introduced herself to the Board. She is a 29-year patron of LPL and a retired middle school librarian. She is passionate about promoting and protecting libraries and looking forward to being more involved with the community.

I. BOARD FORUM:

- Wood shared how his first week as a school librarian went, said it's been "busy and rewarding".

J. EXECUTIVE SESSION – None

K. ADJOURNMENT: The meeting was adjourned at 7:52 p.m.

Respectfully submitted,

Colette Reynolds

Colette Reynolds, Clerk to the Board