



MINUTES
BOARD OF TRUSTEES MEETING
December 9, 2020
Liverpool Public Library and via Zoom, YouTube

Trustees present: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, and (via zoom) Baker
Absent: Schapley
Staff: G. Wisniewski, Director; S. Reckhow, Asst. 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 6:30 p.m.

B. SALUTE TO THE FLAG

C. ACCEPT NOVEMBER MEETING MINUTES.

D. CORRESPONDENCE:

- Thank you card from a family who appreciates everything the library is offering during covid.
- Donation to purchase a children's book in memory of Tony Barnell
- Donation from Barry and Barbara Gordon in appreciation of our Grab and Go service

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget and Revenue Status Report through November. These reports were previously distributed electronically.
- Bank Statements through October 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.
- MacLaughlin reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated November 12, 2020 through December 9, 2020.

Hluchyj seconded the motion.

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

Final Resolution: Motion Carried

2. President's Report:

- Budmen received correspondence from a patron who tuned in to the BOT meeting and inquired about the availability of the audit report. The report is available upon request. A second concern was regarding the contract tracing for library patrons. Wisniewski explained the process and how there is a fine line between patron privacy and need to know for contract tracing. our current appointment booking systems only requires names, and we will keep that information for 2 weeks as required by the NYS health department for contract tracing purposes.

3. Director's Report

- Collection diversity update: Librarian Assistant Hibbert tried using a new resource, Point of View Films. The film "And She Could be Next" is a documentary about women running for office and provided a great basis for conversation. Helen Hudson of the Syracuse Common Council talked about her experience as a woman and a black American running for office. The program, held on the eve of the election, drew a small crowd, however, the conversation was very animated, enlightening, positive, and productive. Helen was extremely well received and an excellent speaker. A great connection was made with Helen. Due to this program, Helen will be returning for a program in February looking at the history of blacks in politics in Syracuse during Black History month.
- The auditing for collection diversity workshops have all been completed. The attendees then met to discuss and shared what they learned. The selectors are now sharing diversity audit criteria to have the same criteria used across all the library collections. The teen collection will be the first collection to be audited and a timeline worked out for the adult and children's collections since they are much larger and will have to be done in manageable sections.
- Librarian Gatling, Mr. G, was interviewed by 55 Plus magazine on the topic of how seniors can use technology to keep in touch with families during the winter.
- The library was thoroughly checked for bed bugs recently by a dog and handler team. There were two small areas of concern and they will be treated. This is done twice each year as standard procedure.
- Given the rise in COVID-19 cases the Board will hold virtual meetings in January and February. The library will continue to monitor the situation and close to in person appointments and continue curbside only if necessary.

4. OCPL Report: The county budget did pass, but the library materials budget line was minimized.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

PROMOTION

Name	Position	Salary	Effective Date
Smith, Sheila	Business and Personnel Coordinator	\$33.00 p/h	12/3/2020

APPOINTMENTS

Name	Position	Salary	Start Date
Fahsel, Eric	Custodial Worker I	\$13.00 p/h	11/18/2020

RETIREMENTS

Name	Position	Effective Date
Davis, Robin	Personnel Analyst	12/3/2020
Knoop, Valerie	Librarian Assistant	12/12/2020
Marcellus, Nancy	Personnel Aide	12/15/2020
Towlson, Diane	Public Information Specialist	12/26/2020

Motion to accept the Personnel Changes as presented by MacLaughlin, second by Hewitt.

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

Final Resolution: Motion Carried

2. Internet Use Policy for First Reading

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

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

Final Resolution: Motion Carried

3. Computer Use Policy for First Reading

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

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

Final Resolution: Motion Carried

4. Accept Annual External Audit from Insero & Co.

Motion to accept the audit report from Insero by Hewitt, second by Hluchyj.

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

Final Resolution: Motion Carried

5. Fines

Motion by Baker to suspend charging fines on books and media though June 30, 2021 second by Hewitt
The Director shared an article from The Atlantic magazine regarding the future of library fines. Patrons who do not return materials after a certain amount of time are then charged for the item. The charge is reversed when the item is returned.

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

Final Resolution: Motion Carried

6. Preliminary Budget Discussion

The Trustees discussed their goals for the 2021-2022 budget with the Director and Assistant Director.

H. OPEN FORUM: The board always welcomes comments from patrons.

I. BOARD FORUM:

J. EXECUTIVE SESSION –

Budmen stated the need for an executive session to discuss a Legal Matter with no action to follow.

Gouger made a motion and Hluchyj seconded to move into executive session at 7:25 p.m. with no action to follow for the previously stated matter.

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

Final Resolution: Motion Carried

Wisniewski, Reckhow, Smith, and St.Leger were asked to attend.

Hluchyj made a motion to return from executive session at 7:52 p.m., seconded by Hewitt.

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

Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 7:53 p.m.

Respectfully submitted,

Martina St Leger

Martina St. Leger, Clerk to the Board