



MINUTES
BOARD OF TRUSTEES MEETING
December 14, 2022
Carman Community Room

Trustees present: Gouger, Hluchyj, Hewitt, McLaughlin. Absent: Baker, Budmen
Staff: S. Reckhow, Interim Director; S. Smith, Business Manager; M. St.Leger, Clerk to the Board;
M. Bialczak, Communications Specialist; members of the public.

REGULAR MEETING

- A. CALL TO ORDER: President Gouger called the meeting to order at 6:30 p.m.
- B. SALUTE TO THE FLAG
- C. ACCEPT NOVEMBER MEETING MINUTES
- D. CORRESPONDENCE: note from a patron thankful for the large print collection and praising programs for young children.
- E. AGENDA CHANGES: none
- F. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget Status Reports through November 2022 electronically prior to the meeting.
- Bank Statements through October 2022 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 November 10, 2022, through December 14, 2022.

McLaughlin made a motion to authorize payment of the audited invoices second by Hluchyj.

Aye: Gouger, Hewitt, Hluchyj, McLaughlin.

Final Resolution: Motion Carried

2. President's Report: no report

3. Interim Director's Report

- Outreach has had a busy month building partnerships.
 - LPL has returned to Raymour & Flanigan with programming.
 - A show your library card discount program with local businesses was arranged through the chamber of commerce.
 - The tech van has made an impact at local food pantries.
 - The Alzheimer's Association has 2 more programs planned for early 2023.
 - LCSD Guidance Councilors held a meeting at LPL.
- The 'Pool Pass student pins have been reloaded into the database and the virtual library card program will be relaunched in coordination with LCSD in spring 2023.
- The failing rooftop HVAC unit was successfully repaired. LCSD paid for the repairs.
- The radios used by staff are outdated and will be replaced.
- A new program guide for January through March is now available in print and online.
- We have 2 employees retiring in the near future, Clint Casler (25 yrs.) and Mark Bialczak (6.5 yrs.). We wish them both a long and happy retirement.
- Reckhow recently attended an event with local legislative representatives sponsored by CLRC (Central NY Library Resources Council)

4. OCPL Report: No report
5. Trustee Advisory Council: The council has plans to present training for trustees in early 2023.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
McCurdy, Melissa	Librarian Assistant	\$22.75 p/h	1/2/2023

RETIREMENTS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Casler, Clinton	Custodial Worker	12/29/2022

Motion to accept the personnel changes as presented by Hewitt second by Hluchyj.

Aye: Gouger, Hewitt, Hluchyj, McLaughlin.

Final Resolution: Motion Carried

2. Patron Code of Conduct Policy for Second Reading and Final Approval

Hewitt made a motion to approve the patron code of conduct policy for second reading and final approval second by Hluchyj.

Aye: Gouger, Hewitt, Hluchyj, McLaughlin.

Final Resolution: Motion Carried

3. Employee Handbook Changes

Motion by Hewitt to accept the changes to the LPL Employee Handbook as presented seconded by McLaughlin.

Aye: Gouger, Hewitt, Hluchyj, McLaughlin.

Final Resolution: Motion Carried

4. Preliminary Budget Discussion

The Trustees discussed their goals for the 2023-2024 budget with the Interim Director.

H. OPEN FORUM: none

I. BOARD FORUM: no comments

J. EXECUTIVE SESSION –

Gouger stated the need for an executive session to discuss a personnel matter pertaining to the board vacancy with no action to follow. Hewitt made a motion and Hluchyj seconded to move into executive session at 7:01 p.m. for the previously stated matter.

Aye: Gouger, Hewitt, Hluchyj, McLaughlin.

Final Resolution: Motion Carried

Reckhow was asked to attend

Hewitt made a motion to return from executive session at 7:58 p.m., seconded by Hluchyj.

Aye: Gouger, Hewitt, Hluchyj, McLaughlin.

Final Resolution: Motion Carried

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K. ADJOURNMENT: The meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Martina St.Leger, Clerk to the Board