



MINUTES
BOARD OF TRUSTEES MEETING
February 13, 2019
Carmen Community Room

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

Trustees absent: Gutierrez

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

Others: Staff

REGULAR MEETING

A. CALL TO ORDER

Vice President MacLaughlin called the regular meeting to order at 6:30 p.m

B. SALUTE TO THE FLAG

C. CORRESPONDENCE:

- Letter of thanks from the Interreligious Food Consortium for the donation of 224.5 pounds of food gathered during recent food drive at LPL.
- Letter from Assemblywoman Pam Hunter regarding recent visit with Wisniewski.
- Thank you card from Library Volunteer, Lynn Cuda regarding the recent Volunteer Appreciation event.
- Notification of \$2,100 grant award for 2019 Origins of Jazz Series from Community Arts Grant Program.

D. AGENDA CHANGES: none

E. CONSENT AGENDA

1. Approval of January 9, 2019 Regular Meeting Minutes
2. Approval of Transfer
3. Approval of Bills dated January 10, 2019 through February 13, 2019.

Time was taken by each Trustees to review, audit, and approve all invoices. Budmen and Baker reviewed each invoice and corresponding account code prior to the meeting.

Motion by Budmen, second by Baker.

Aye: MacLaughlin, Budmen, Baker, Hewitt, Hluchyj, Schapley

Final Resolution: Motion Carried

F. REPORTS TO THE BOARD

1. Staff Report – Sheila Smith

- Smith is the new Business Manager who joined the library staff on January 7, 2019. Mac Laughlin noted Smith is off to a good start having established a good working relationship with the school district. Smith brings a great deal of experience to the position including claims auditing. Smith is a welcome addition to the staff.

2. Financial Report - Morgan

- The Budget Status Reports dated 01/02/2019 include the expenditures through December and revenues through the end of November. These were previously distributed electronically.

- Made our interest for the first time in many years, however there is concern regarding PILOTs which have failed to meet projections for the past 3 years. Projections may be lowered for next draft.
 - Budget Status Reports dated 02/04/2019 include the expenditures through January and revenues through the end of December. These were previously distributed electronically.
 - Bank Statements through November 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 Carol Mathews with the reconciliations being done by LCSD's Michelle Stanton.
 - The cash flow reports for the Library reported by LCSD's Treasurer through November 30, 2018 show a beginning balance, receipts, disbursements, and ending balance. The Board received copies of the Treasurer's Financial Report showing the cash position by fund.
 - The Bill lists from 01/09/2019 through 02/13/2019 totaled \$ 370,457.65
 - Discussion followed.
3. Vice President's Report
- No report
4. Director's Report
- The Lobby Book sale brought in \$1,860.90 in January. The wishing well contained \$45.66, gift shop purchases totaled \$70.00. The donation box held \$57.63, patrons attending movies donated \$21, and Passport photos generated \$160 in revenue.
 - LCSD Phase 4 project: renovation of the public bathrooms and lobby is slated to begin March 4th and will take approximately 6 weeks.
 - First-floor update:
 - Furniture has been assessed and marked for repurpose, auction, or disposal.
 - New furniture selection is in process.
 - We are working on quotes for movers, and other needed services relating to a/v equipment.
 - We are reviewing and planning for necessary services that can be conducted out of the CCR during renovations such as checkouts, computer reservations, printing, and limited collections.
 - Renderings have been posted on the website.
 - The LPL Employee Handbook has been reviewed. Once the edits have been completed, we will send to legal for review and then present to the board for approval at the April meeting.
 - Wisniewski will attend Library Advocacy day in Albany is February 27 coordinated by CLRC. Meetings are scheduled with Senators Antonacci and May; local Assemblymembers Hunter, Magnarelli and Stirpe; and Assemblyman Sean Ryan who is the Chair of the Libraries and Education Technology Committee.
 - 2020 LCSD update. Monthly meetings continue, and the current focus is drafting questions that will go to the public.
5. OCPL Report:
- A committee, of Trustees and Member Directors, is reviewing a MOU between OCPL and Member Libraries which includes book deliveries, construction grants. Polaris ILS, etc. There are a few items to address. A draft MOU will be presented to the LPL Board for review.

G. ITEMS FOR ACTION AND DISCUSSION

1. Donation Policy for Second Reading and Final Approval.
 Motion to accept the policy for Second Reading and Final Approval by Budmen, second by Hluchyj.
 Aye: MacLaughlin, Budmen, Baker, Hewitt, Hluchyj, Schapley.

Final Resolution: Motion Carried

2. Withdrawal of Library Materials Policy for Second Reading and Final Approval.

Motion to accept the policy for Second Reading and Final Approval by Schapley, second by Baker.

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

Final Resolution: Motion Carried

3. Surplus Furniture and Equipment List

Motion by Schapley to accept the surplus furniture and equipment list as presented, second by Hewitt.

There was discussion on the process of disposal, and a request to have recycling proceeds reported to the board.

Aye: MacLaughlin, Budmen, Baker, Hewitt, Hluchyj, Schapley

Final Resolution: Motion Carried

4. Personnel Changes

Motion to accept the personnel changes as presented.

RESIGNATIONS

Name	Position	Effective Date
Richman, Scott	Custodial Worker I (PTAN)	2/4/2019
James, Shahzad	Page	2/24/2019

PROMOTION

Name	Position	Effective Date
McGregor, Deanna	Librarian I	2/4/2019

APPOINTMENTS

Name	Position	Pay Rate	Effective Date
Rudd, Kevin	Security Guard (PTAN)	\$13 p/h	2/13/2019

Motion by Hewitt, second by Budmen.

Aye: MacLaughlin, Budmen, Baker, Hewitt, Hluchyj, Schapley

Final Resolution: Motion Carried

5. Resolution for Tax Cap Override.

Whereas, the adoption of the 2019-2020 budget for Liverpool Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Liverpool Public Library voted and approved to exceed the tax levy limit for 2019-2020 by at least sixty percent of the board of trustees as required by state law on February 13, 2019.

Motion by Budmen, second by Hluchyj.

Aye: Gutierrez, Baker, Budmen, Hewitt, Hluchyj.

Final Resolution: Motion Carried

6. 2018 Annual Report for Public and Association Libraries
Motion by Baker to accept the 2018 Annual Report for Public and Association Libraries as presented, second by Hluchyj.
Discussion followed
Aye: MacLaughlin, Budmen, Baker, Hewitt, Hluchyj, Schapley
Final Resolution: Motion Carried
7. Director's 2019-20 Budget – Second Draft
The board discussed plans and goals for the 2019-2020 budget.

H. OPEN FORUM: nothing

I. BOARD FORUM: nothing.

J. EXECUTIVE SESSION: MacLaughlin stated the need for an executive session to discuss a personnel matter with action to follow.

Motion by Budmen to move into executive session second by Schapley.

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

Final Resolution: Motion Carried

Wisniewski and Morgan were asked to attend.

The board moved into executive session at 7:19 p.m. with action to follow.

Motion by Hluchyj to return from executive session at 7:31.m, second by Baker.

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

Final Resolution: Motion Carried

Motion by Budmen to accept the Management Agreement as presented second by Schapley.

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

Final Resolution: Motion Carried

K. ADJOURNMENT

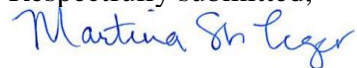
Motion by Baker to adjourn the meeting, second by Budmen.

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

Final Resolution: Motion Carried

The meeting was adjourned at 7:34 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board