



MINUTES
BOARD OF TRUSTEES MEETING
July 8, 2020
Held via Zoom Cloud Conferencing

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

REORGANIZATIONAL MEETING 2020-2021

A. CALL TO ORDER

President Baker called the reorganizational meeting to order at 6:30 p.m.

B. SALUTE TO THE FLAG

C. OATH OF OFFICE: The Oath of Office was administered by President Baker to Ashley Gouger

D. ELECTION OF OFFICERS: Hewitt and Schapley representing the Nominating Committee presented the following slate of officers and appointments for 2020-2021:

President: Kay Budmen

Vice President: Don MacLaughlin

Secretary: Mary Schapley

Motion by Budmen second by Gouger.

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

Final Resolution: Motion Carried.

E. APPOINTMENTS

1. Clerk to the Board: Martina St.Leger

2. Treasurer: Carol-Anne Mathews

3. Independent Auditor: Insero & Co

4. Official Newspaper: The Post Standard

5. Attorney: Robert Germain of Germain & Germain LLP, legal counsel, Labor Relations and employment matters

6. Record Access Officer/FOIL officer: Martina St.Leger

7. Records Retention Officer: Sheila Smith

Motion by Hluchyj second by Shapley.

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

Final Resolution: Motion Carried.

F. ADOPT 2021 ANNUAL CLOSING CALENDAR

Budmen made a motion and Gouger seconded to adopt the 2021 Annual Closing Calendar as presented.

Motion by Budmen second by Hluchyj.

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

Final Resolution: Motion Carried.

G. DESIGNATE MEETING DAYS

Budmen made a motion and Hluchyj seconded to hold the board meetings at 6:30 p.m. on the second Wednesday of every month unless otherwise noted.

Motion by Shapley second by Hewitt.

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

Final Resolution: Motion Carried

H. SET PETTY CASH-ON-HAND AMOUNT

MacLaughlin made a motion and Gouger seconded to set the petty cash-on-hand amount at \$150 administered by the Business Manager. All were in favor.

Motion by Hluchyj second by Budmen.

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

Final Resolution: Motion Carried

I. SET MILEAGE REIMBURSEMENT RATE: The standard mileage rate for the use of a car (also vans, pickups or panel trucks) will be 57.5 cents per mile for the calendar year 2020. The standard mileage rate is likely to change on January 1, 2021.

Motion by Budmen to set the reimbursed mileage rate equal to the current business rate as determined and posted by the Internal Revenue Service second by MacLaughlin.

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

Final Resolution: Motion Carried

J. APPROVAL OF CHASE AND KEY BANK WITH AUTHORIZED SIGNATURES

Schapley made a motion and MacLaughlin seconded to approve both Chase Bank and Key Bank as depositories for library funds. Carol-Anne Mathews, Treasurer of the LCSD or Sheila Smith, LPL Business Manager, as authorized signatures on the bank accounts at Chase and Key Bank. All were in favor.

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

Final Resolution: Motion Carried

K. APPROVAL OF SALARY SCHEDULE: Civil Service Requirement

Budmen made a motion and Hluchyj seconded to approve the Salary Schedule as presented.

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

Final Resolution: Motion Carried

L. TRUSTEE AND ADMINISTRATOR POLICY AFFIRMATION AND DISCLOSURE

STATEMENT: Annual Conflict of Interest Policy

All Board Members and the Library Director were provided with the Conflict of Interest Policy and completed Conflict of Interest statements.

M. ADJOURNMENT

The meeting was adjourned at 6:43 p.m

REGULAR MEETING

A. CALL TO ORDER

President Budmen called the regular meeting to order at 6:45 p.m

B. ACCEPT JUNE MEETING MINUTES

C. CORRESPONDENCE: none

D. AGENDA CHANGES: none

E. 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 April 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 June 11, 2020 through July 8, 2020.

Gouger seconded the motion.

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

Final Resolution: Motion Carried

2. President's Report

- President Budmen has asked the Clerk to the Board to add tracking reminders to the President's report each month for items that may need more information or follow up discussion.
 - First item is term limits that were added to the LPL By-Laws by a previous board. Budmen has requested the Library's Attorney confirm the legality of the term limits.
- Budmen received an anonymous email from a library employee who expressed concern regarding the Voluntary Retirement Incentive Program (VRIP).
 - The first question was whether the board had approved the program. Yes, the program was discussed in executive session. The program comes under library operations and did not require board approval or disapproval, and the discussion was informational for the board and the board was aware. The Director and the Assistant Director were sanctioned to move forward with the program
 - The second question was whether the program is voluntary. Budmen reread the information, and confirmed VRIP is completely voluntary which is mentioned multiple times in the document. No one is required to accept the incentive program.
 - Concern was expressed about signing away rights of discrimination. Budmen stated that was a standard release and waiver. The verbiage was the same that Onondaga County used for their incentive program, and was reviewed by and approved by LPL's Legal Counsel.
 - Budmen expressed on behalf of the board that they appreciate any correspondence coming from the community or the staff and hope to provide clarity on those issues. Budmen believes in and trusts the fact that the Library's Administration will administer this program fairly, accurately, and without any kind of discrimination. Staff are encouraged if they have concerns to talk with the Director or the Assistant Director for clarity on what the document means. The document is lengthy and complicated, and they will provide you with the information you need to make a decision about the future.

3. Director's Report

- The budget passed!
 - Budget vote results for 2020-2021 Proposition 3 Liverpool Public Library funding **PASSED YES: 5,019 NO: 1,752**
 - Votes cast for election of one member of the LPL Board of Trustees were as follows: Ashley Gouger 5,639

- Trustee Gouger’s photo was on the front page of the Star Review
- Liverpool resident John Piotrowski passed away in March, and remembered LPL in his will. The Library received notice of probate for Mr. Piotrowski’s Estate.
- Next phase for the library opening will be July 15.
 - LPL Express visits will allow a 1 hour visit. Patrons must make a reservation with a limit of 1 visit per day.
 - The library will be closed at the end of the hour for cleaning and then open for the next hour.
 - All Safety protocols will be followed and patrons must wear a mask. A supply of face shields have been ordered for staff who may prefer a shield to a mask.
 - Services will be limited to start. Notary and passports services will not be offered at this time. In the Children’s Room, the toys have been removed, and the computers are unavailable. Use of the self-service checkout will be encouraged.
 - Much of the furniture throughout the library has been spread out or removed to encourage social distancing.
 - Grab n Go will continue. Patrons will now have the option to pick up their holds in the garage or make an appointment to come into the library for their holds.
- Patrons have been very happy with the Grab n Go service. We had 453 patrons picked up last week. LPL has the highest circulation rate in the county for the past two weeks.
- The Summer Reading program launched on Monday, June 29th. At this point we have 104 children signed up, 17 teens and 56 adults. Those who wish may still sign-up at any time.
- Trustee Ashley Gouger made a generous donation towards a selection of children’s books on the topic of diversity and racism.

4. OCPL Report:

- In limbo before moving to next phase. Financial issue for them. End of March huge layoff. 80 employees.

F. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

RESIGNATION

Name	Position	Effective Date
Horbock, Kristin	Library Clerk I (PT)	6/22/2020
Snyder, Nathan	LAN Tech Support Specialist	7/13/2020

Motion to accept the personnel changes as presented by Baker, second by Gouger.

Baker inquired whether the positions will be filled. Wisniewski stated the PT Library Clerk I position will be filled, and the needs of the IT Department will be evaluated.

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

Final Resolution: Motion Carried

2. Surplus List

Motion by Baker second by MacLaughlin.

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

Final Resolution: Motion Carried

3. Fines

Motion by MacLaughlin to suspend charging fines on books and media though December 31, 2020 second by Baker.

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

Final Resolution: Motion Carried

G. OPEN FORUM: nothing

H. BOARD FORUM: MacLaughlin discussed the Director's Evaluation which was due to be held in Executive Session during the July meeting, but was delayed. MacLaughlin stated the evaluation is a yearly process and should not be delayed, but held on a regular schedule. The trustees all agreed to have the annual evaluation during the August meeting in Executive Session.

I. EXECUTIVE SESSION – none

J. ADJOURNMENT: The meeting was adjourned at 7:36 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board