



MINUTES
BOARD OF TRUSTEES MEETING
September 6, 2017
Carmen Community Room

Trustees present: Spadafore, Budmen, Gutierrez, Schapley, Hluchyj, and Hewitt.
Excused: MacLaughlin
Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St.Leger, Clerk to the Board
Others: Staff

REGULAR MEETING

A. CALL TO ORDER

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

B. SALUTE TO THE FLAG

C. CORRESPONDENCE: none

D. AGENDA CHANGES: none

E. CONSENT AGENDA

1. Approval of August 2, 2017 Regular Meeting Minutes
2. Approval of Monthly Bills for August

Gutierrez made a motion and Hluchyj seconded to approve the Consent Agenda. All were in favor.

F. REPORTS TO THE BOARD

1. Staff Report – Brittney Hewitt.

- Hewitt is a Clerk II in the Circulation Department, and is not related to Trustee Yvette Hewitt. Hewitt came to LPL from the Baldwinsville Public Library where she had worked for 7.5 years. Hewitt shared with the board that she likes working at LPL and finds her co-workers to be nice, and supportive, and the benefits are great. When asked to describe any differences between BPL and LPL, Hewitt stated LPL is busier and hosts many more programs.

2. Financial Report

- Morgan provided an update to the board regarding the current year financial statements, the tax impact for towns of Clay and Salina, potential tax certiorari expenses, and preparing for the upcoming budget.

3. President's Report

- Last month a grievance had been filed by the union. The grievance was withdrawn, and no further action is needed.
- A copy of the union contract has been provided to each Trustee.
- Everyone was given a Book Sale volunteer sheet. The annual book sale is the library's most public project, and any time spent working at the book sale is very much appreciated.
- Welcome back John Hluchyj, we are happy to see you.

4. Director's Report

- The Lobby Book sale brought in \$2,657.02 in August, while the wishing well had \$35.59. The gift shop sales totaled \$98.80, the donation box contained \$68.27, and we received \$25.00 in donations from patrons attending movies.
- The new fall program guide is available. Inside you will see the many programs we offer including a very interesting fall concert series.
- Our passport acceptance agents had their bi-annual inspection and passed with flying colors. Passport photos are now offered as an additional service.
- A representative from the county will attend the next staff meeting to provide an overview of how civil service works, and answer any questions our employees may have about their options for taking tests and moving into different positions.
- The annual Book Sale is in a few weeks, and we heard from Assemblywoman Pam Hunter's office that she loves the book sale and will be attending. We welcome any Trustee who can volunteer their time to help during the book sale.
- Library staff will attend State Senator John DeFrancisco's Senior Fair on September 19 at the NYS Fairgrounds. We are excited to show all that LPL offers the senior community including book deliveries.
- We received a letter from the NYS Comptroller's office indicating they will be conducting an audit which will focus on an evaluation of internal controls from July 1, 2016 through the present. Staff have been in contact with the Comptroller's office and we expect to see auditors onsite in late September.
- Susan Reckhow the new Assistant Director starts on Monday, September 11th
- The recent Eclipse program was a great success, and was very well attended.

5. OCPL Report:

- The contract with the trauma response team has been extended for three more months through the end of the year.
- Susan Mitchell will provide a budget presentation to the legislature on September 21st.
- Oversight of the Jamesville Correctional facility will go to the voters in November election. Any changes may affect the location of the book dispenser currently at the facility.

G. ITEMS FOR ACTION AND DISCUSSION

1. LPL Computer & Networks: Employee Use Policy for Second Reading and Final Approval. Gutierrez made a motion and Budmen seconded to approve the policy for second reading and final approval. All were in favor. Motion carries.
2. Internet Use Policy for First Reading. Hewitt made a motion and Schapley seconded to approve the policy for second reading and final approval. All were in favor. Motion carries.
3. Surplus List of Obsolete Equipment. Gutierrez made a motion and Budmen seconded to approve the disposal of the surplus list of obsolete equipment. All were in favor.

H. OPEN FORUM: nothing

I. BOARD FORUM:

- President Spadafore displayed a relic from the past which was found recently while cleaning out an office. Spadafore recounted a few stories from his time spent working at the library while in High School.
- Trustee Schapley shared with the board how she spent a great deal of time with Mr. G recently for a tech angel appointment. Mr. G. helped her with both her iPhone and iPad, and

taught her how to do many tasks herself. She found Mr. G. to be very knowledgeable and patient.

- Trustee MacLaughlin provided a statement prior to the meeting: "Trustee MacLaughlin met on August 26 with Jim Root, Liverpool Central School District (LCSD) Board of Education liaison to the LCSD Audit Committee to discuss the Audit Committee's decision to no longer include the Liverpool Public (School District) Library in the District's annual external audit. MacLaughlin asked Root to explain the rationale for the Audit Committee's decision. The LCSD has always included the Library as part of its annual external audit. MacLaughlin pointed out to Root that with the exception of petty cash receipts at the Library from book sales and payment of late fees, all financial transactions, records, statements, reports, and working papers are maintained by the LCSD. Therefore, the Library's external auditor will need to work with LCSD representatives to prepare the annual audit report. Since the Library would now incur an unbudgeted estimated cost of \$5000 per year for an external audit, MacLaughlin told Root that, as a taxpayer, he is looking for an assurance the cost of the LCSD annual audit is less by at least the cost for the Library's external audit when the contract is awarded to Insero. Otherwise, the taxpayers of the school district are incurring an additional cost for external auditing services because of the audit committee's unilateral decision to reduce the scope of the LCSD annual external audit. According to the Library's RFP, the award to an external audit is to be announced on September 7. Root said that he would discuss MacLaughlin's concerns with the Audit Committee at their next meeting which is also scheduled for September 7." President Spadafore offered a reply: "May I also add that with the Governor's proposal to try to find efficiencies with governments that this action does go counter to what he wants to do (and what was agreed to with the legislature)."

J. EXECUTIVE SESSION –

Spadafore stated the need for an executive session to discuss a personnel matter with action to follow. Schapley made a motion and Hluchyj seconded to move into executive session for the previously stated matter. All were in favor. Wisniewski and Morgan were asked to attend. The board moved into executive session at 6:59 p.m. with action to follow.

Hewitt made a motion to return from executive session at 7:14 p.m, seconded by Hluchyj. All were in favor.

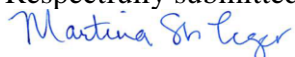
Gutierrez made a motion to approve the Request for Proposal submitted by Insero & Co Certified Public Accountants to perform an independent external audit of the Liverpool Public Library accounts for the next 3 years with the option to extend the term for two (2) additional years through June 30, 2021. Budmen seconded. All were in favor.

Spadafore made a motion to approve an additional 2% raise for Wisniewski effective July 1, 2017. Gutierrez seconded. All were in favor.

K. ADJOURNMENT

Budmen made a motion to adjourn and Hluchyj seconded. All were in favor. The meeting was adjourned at 7:18 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board