



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

**Trustees present: Baker, Budmen, Gouger, Hewitt, Hluchyj, MacLaughlin, and
(via zoom) Schapley**

**Staff: G. Wisniewski, Director; Asst Director, S. Reckhow; S. Smith, Admin. Asst.;
R. Davis, Personnel Analyst; 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 AUGUST MEETING MINUTES.

D. CORRESPONDENCE: Donation received from Fyler family in memory of Marcia Post

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget and Revenue Status Report through August. These reports were previously distributed electronically.
- Bank Statements through June 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.
- Gouger reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated August 13, 2020 through September 9, 2020.

Baker seconded the motion.

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

Final Resolution: Motion Carried

2. President's Report:

- Budmen encouraged Trustees to consider attending the 2020 NYLA Conference which will be held virtually this year on November 5 & 6.
- Budmen contributed a letter to the LPL Time Capsule, and asked the Director for an update. The time capsule was put together in conjunction with summer reading and will be placed in the local history cabinet.
- The board had a discussion with the Personnel Analyst about the Salary Schedule. The salary schedule is approved annually during the Reorganizational Meeting and submitted to civil service. The board asked Davis to look into salary steps as opposed to a salary schedule and report at the next meeting.

3. Director's Report

- Wisniewski updated the board on the success of the summer reading program and wanted to especially acknowledge the many local businesses that donated prizes for the participants. Their support is especially appreciated in this time of economic hardship.
 - Edge Credit Union
 - Wegmans
 - Ballantyne Gardens
 - Hope Café
 - Erie Canal Museum
 - LPL staff: Cindy Hibbert, Joellyn Murry, Alison McCarthy, and Laurel Sharp
 - Our August stats give us a good look at a full month of limited operation. We circulated over 16,000 items. This is below our normal circulation but given the limited hours of operation the numbers tell us our patrons are happy to be able to use the library again. There were 1,455 grab and go appointments and 1,672 patron appointments. Considering our limited hours, we are pleased to see people are comfortable coming into the library, feel safe while they are there, and make return visits.
 - To get more staff in the building regularly we looked at NYS guidelines. The upstairs is office and we can have 50% capacity. The main library is still subject to 25% capacity which includes staff and patrons.
 - The latest guidance calls for a 7-day quarantine for returned items. Out of an abundance of caution, we will follow the guidelines. Unfortunately, items will remain on accounts longer, however there are no fines at this time for overdue items.
 - Several staff will participate in the online professional development course: Evaluating, Auditing, and Diversifying Your Collections. The course will take place over 3 weeks in November.
 - NYS library construction grant funds are expected in the next month or two.
 - 7 eligible employees took advantage of the voluntary retirement incentive. The positions retiring include: Account Clerk II, Custodial Worker I, (2) Library Clerk III, Personnel Aide, Personnel Analyst, Page.
4. OCPL Report: There is not much to report. Curbside pickups continue and they may be impacted by further county job cuts in the weeks to come.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

APPOINTMENTS

Name	Position	Salary	Start Date
Reif, Brett	Library Clerk I (PT)	\$12.07 p/h	8/31/2020

Motion to accept the personnel changes by Hluchyj, second by MacLaughlin.

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

Final Resolution: Motion Carried

2. Copyright Policy for Second Reading and Final Approval

Motion to accept the policy for second reading and final approval by Hewitt, second by Gouger.

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

Final Resolution: Motion Carried

3. Freedom of Information (FOIL) Policy for Second Reading and Final Approval

Motion to accept the policy for second reading and final approval by Baker, second by MacLaughlin.

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

Final Resolution: Motion Carried

4. Meeting Room Use Policy for Second Reading and Final Approval.

Motion to accept the policy for second reading and final approval by Hluchyj, second by Hewitt.

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

Final Resolution: Motion Carried

5. Collection Policy for first Reading.

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

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

Final Resolution: Motion Carried

H. OPEN FORUM: no comments

I. BOARD FORUM: Baker wondered what steps would be involved for the library to be a designated ballot drop off location. Currently, the Onondaga County Board of Elections is the only location for ballot drop off. President Budmen stated she would look into the matter.

J. EXECUTIVE SESSION –

Budmen stated the need for an executive session to discuss a Personnel Matter related to a particular employee with no action to follow.

MacLaughlin made a motion and Baker seconded to move into executive session at 7:11 p.m. with no action to follow for the previously stated matter.

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

Final Resolution: Motion Carried

Wisniewski was asked to attend. Schapley joined by phone.

At 7:26 the board remained in executive session to discuss a Legal Matter with no action to follow.

Wisniewski, Reckhow, and Smith were asked to attend.

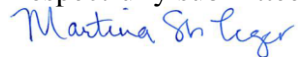
Baker made a motion to return from executive session at 7:53 p.m., seconded by Gouger.

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

Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 7:55 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board