



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

Trustees present: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley
Staff: S. Reckhow, Interim Director; S. Smith, Business Manager; M. St.Leger, Clerk to the Board,
K. Jensen, Communications Specialist
Guests: Daniel Henner, LCSD Superintendent, Jennifer Woody, LCSD.

REGULAR MEETING

- A. **CALL TO ORDER:** President Gouger called the meeting to order at 6:32 p.m.
- B. **SALUTE TO THE FLAG**
- C. **ACCEPT AUGUST MEETING MINUTES**
- D. **CORRESPONDENCE:**
- E. **AGENDA CHANGES:**

Gouger made a motion to add Jennifer Woody, Executive Director for School Business Administration and Daniel Henner, LCSD Superintendent to the agenda prior to the Reports to the Board. Budmen seconded the motion.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Final Resolution: Motion Carried

Woody addressed the board about a recently discovered error with the library's tax levy for 2022-2023. The Liverpool Central School District collects the tax revenues on behalf of the Liverpool Public Library. There was a clerical error which resulted in the total library revenue being charged rather than the property tax amount, an overcharge of \$273,435. The overage will be placed in an interest-bearing reserve fund and will be used to reduce the amount collected in the next tax year. Woody apologized for the error and answered questions from the board.

F. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget Status Reports through August 2022. These reports were previously distributed electronically.
- Bank Statements through April 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 August 11, 2022, through September 14, 2022.

Hluchyj made a motion to authorize payment of the audited invoices. Schapley seconded the motion.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Final Resolution: Motion Carried

2. President's Report:

- The NYS Committee on Open Government is offering a training this week if any trustees can attend. The training will count towards the 2 hours of annual training requirement.
- NYLA annual conference will be held November 2nd-5th. Information is available online: nyla.org. Trustees are encouraged to attend. Budmen, Reckhow, Murry and Jensen will be presenting on the 'Pool Pass Friday, November 4th.

3. Interim Director's Report

- We are conducting a survey of our summer reading program. The survey is available on our website and has been sent to all participants. Survey results will be used to conduct a KAIR analysis of the program and aid with planning for summer 2023.
- The current story walk, in the dinosaur garden and at the schools, is a partnership with the Alzheimer's Association. In November, we will again partner with the Alzheimer's Association to present programming for families affected by Alzheimer's and Dementia. Library staff will be taking part in the Alzheimer's walk on September 25 at OCC.

- The Book Sale returns to the Carman Community Room September 24th and 25th. Volunteers will be on hand to help keep the book sale organized.
 - Haunted Garage III will be held on Saturday, October 22nd. Staff will be visiting area businesses to encourage participation in the event.
 - Update on the 'Pool Pass cards: There has been no progress made with the unique identifiers through BOCES. The solution for LPL is to add a building prefix to the student pin number.
4. OCPL Report: OverDrive has a digital reading app for students which is available to school districts through OCM BOCES and OCPL.
 5. Trustee Advisory Council: The next meeting is September 19th.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

RETIREMENT

Name	Position	Effective Date
Wisniewski, Glenna	Director	7/30/2022

Motion by Budmen to accept the Personnel Changes as presented second by Hewitt.
 Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
 Final Resolution: Motion Carried

2. Inventory Policy for First Reading

Motion to approve the policy for first reading by Hewitt second by Budmen.
 Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
 Final Resolution: Motion Carried

3. Smoking Policy for First Reading

Motion to approve the policy for first reading by Hluchyj second by Schapley. There was a discussion of the policy.
 Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
 Final Resolution: Motion Carried

4. CSEA Contract Agreement effective July 1, 2022, through June 30, 2025

Motion by Budmen to accept the agreement as presented second by Hluchyj. There was a brief discussion on the changes and additions to the contract.
 Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
 Final Resolution: Motion Carried

5. Management Agreement effective July 1, 2022, through June 30, 2023

Motion by Hluchyj to accept the agreement as presented second by Budmen. There was a discussion about the agreement.
 Aye:
 Nay: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
 Final Resolution: Motion failed.
 The Management Agreement will be added to the October meeting agenda for reconsideration.

6. Part-Time as Needed (PTAN) Pay Rates effective July 1, 2022, through June 30, 2025

Motion by Hluchyj to accept the agreement as presented second by Budmen.
 Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
 Final Resolution: Motion Carried

7. Claims Auditor and Clerk to the Board stipends effective July 1, 2022, through June 30, 2023

Item tabled until later in the meeting.

8. Richberg Fund

McLaughlin made a motion, second by Hewitt, to authorize the Interim Director to submit a grant proposal to the CNY Community Foundation for the *Alfred W. Richberg Fund for Liverpool Public Library* annual distribution in the amount of \$14,000. The grant will provide funding to enhance inclusivity in the Children's Room and The Carman Community Room.

Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
 Final Resolution: Motion Carried

9. Open Meetings Law

An amendment to the Open Meetings Law expands the use of videoconferencing by public bodies to conduct an open meeting. The board discussed the options and requirements to allow for videoconferencing in extraordinary circumstances.

H. OPEN FORUM: none

I. BOARD FORUM:

- Hewitt attended a recent library program, Banned Books in America presented by Richard Price. McLaughlin also attended. The board had a brief discussion about book banning.
- Baker shared information about an affordable connectivity program created by the FCC. (affordableconnectivity.gov). The library will explore how to promote the program to patrons.
- Budmen suggested the Board participate as a group in the Haunted Garage event on Saturday, October 22.

J. EXECUTIVE SESSION –

Gouger stated the need for an executive session to discuss a personnel matter related to particular employees with action to follow. Hluchyj made a motion and Budmen seconded to move into executive session at 8:07 p.m. for the previously stated matter.

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

Final Resolution: Motion Carried

Smith was asked to attend.

Schapley made a motion to return from executive session at 8:53 p.m., seconded by Budmen.

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

Final Resolution: Motion Carried

Motion by Hluchyj to increase the annual stipend by 3% for both the Claims Auditor and the Clerk to the Board effective July 1, 2022. Claims Auditor will be paid \$4,020 and the Clerk to the Board will receive \$5,150. Second by Hewitt.

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

Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 8:55 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board