



**MINUTES  
BOARD OF TRUSTEES MEETING**

**August 9, 2023**

**Carman Community Room**

**Trustees present: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood  
absent: Hluchyj**

**Staff: S. Reckhow, Director; S. Smith, Business Manager; A. Borelli, Librarian III,  
M. St.Leger, Clerk to the Board**

**REGULAR MEETING**

- A. CALL TO ORDER: President Gouger called the regular meeting to order at 6:33 p.m.
- B. SALUTE TO THE FLAG
- C. ACCEPT JULY MEETING MINUTES
- D. CORRESPONDENCE:
- E. AGENDA CHANGES: none
- F. REPORTS TO THE BOARD
  1. Staff Report – Alissa Borelli, Librarian III for Initiatives and Analytics
    - Borelli joined the staff at LPL in May of this year from Northern Onondaga Public Library (NOPL) where she held a variety of positions during the 7 years spent there. Borelli is looking forward to using the data collection tools available here to identify future initiatives.
  2. Financial Report
    - The Board received the Budget Status Reports through July 2023 electronically prior to the meeting.
    - Bank Statements through June 2023 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 July 13, 2023, through August 9, 2023.
      - Budmen made a motion to authorize payment of the audited invoices. McLaughlin seconded the motion.
      - Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.
      - Final Resolution: Motion Carried
  3. President's Report: no report
  4. Director's Report
    - This has been a great summer despite the various weather conditions we have been experiencing. While we enjoy having programs outside, many have been moved inside on occasion due to smoke and weather issues.
    - Piloting mini camps has been successful, and we look forward to expanding our partnerships with outside groups.
    - NYS Assemblyperson Pamela Hunter and NYS Senator John Mannion will each hold separate office hours at LPL this fall.
    - The garage has been closed as a result of unsafe conditions near the entrance. Repairs are the responsibility of LCSD and are scheduled to be done in the next few weeks.
    - Reckhow and Borelli had the opportunity to attend a recent Micron community engagement meeting.

5. OCPL Report: There have been issues with Polaris recently which is causing returned items to remain on patron accounts. All member directors are asking for the problem to be addressed.
6. Trustee Advisory Council: no report

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

	Name	Position	Salary	Effective Date
Appointment	Dow, Douglas	Custodial Worker 1	\$15.71 p/h	08/04/2023
Resignation	Fahsel, Eric	Custodial Worker 1 (pt)		08/04/2023

Motion by Budmen to accept the Personnel Changes as presented second by Hewitt.

Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

2. Collection Policy for first reading

Motion to approve the policy for first reading by Mainville second by Wood.

Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

3. Credit Cards Policy for first reading

Motion to approve the policy for first reading by Budmen second by Hewitt.

Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

4. Richberg Fund

Wood made a motion, second by Budmen, to authorize the 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 \$14,100. The grant will provide funding for STEM Programming equipment.

Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

5. Staff Development Day Closing

Motion by Mainville to approve closing the Library all day, Tuesday, October 24, 2023 for Staff Development Day, seconded by McLaughlin.

Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

H. OPEN FORUM: no comments

I. BOARD FORUM: no comments

J. EXECUTIVE SESSION – Executive Session

Gouger stated the need for an executive session to discuss the employment history of a particular individual with no action to follow. Hewitt made a motion and Budmen seconded to move into executive session for the previously stated matter.

Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

The board moved into executive session at 7:07 p.m. with no action to follow.

Wood made a motion and Mainville seconded to return from executive session at 7:24 p.m.

Aye: Budmen, Gouger, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 7:31 p.m.

Respectfully submitted,

Martina St.Leger, Clerk to the Board