



MINUTES
BOARD OF TRUSTEES MEETING
December 12, 2018
Carmen Community Room

Trustees present: Gutierrez, MacLaughlin, Baker, and Hewitt. Hluchyj arrived at 6:42pm.
Trustees absent: Budmen, Schapley
Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St.Leger, Clerk to the Board
Others: Staff and community members

REGULAR MEETING

A. CALL TO ORDER

President Gutierrez called the regular meeting to order at 6:32 p.m

B. SALUTE TO THE FLAG

C. CORRESPONDENCE: Notification from CNY Community Foundation of a \$250 grant from the Rivette LaManna Care Age Fund designated for programs and events.

D. AGENDA CHANGES:

Add an item to G. Items for Action and Discussion as Item #6 appoint a library official to review bank reconciliations, bank statements, and cancelled check images.

Motion to accept the agenda change by MacLaughlin, second by Baker.

Final Resolution: Motion Carried

Aye: Gutierrez, MacLaughlin, Baker, Hewitt.

E. CONSENT AGENDA

1. Approval of November 14, 2018 Regular Meeting Minutes

2. Approval of Transfer

3. Approval of Bills dated November 14, 2018 through December 12, 2018.

Time was taken for the Trustees to review, audit, and approve all invoices. Vice

President MacLaughlin reviewed each invoice and corresponding account code prior to the meeting.

Motion by Hewitt, second by Baker.

Final Resolution: Motion Carried

Aye: Gutierrez, MacLaughlin, Baker, Hewitt.

F. REPORTS TO THE BOARD

1. Audit Report – Jerry Mickelson and Shane Hildebrand of Insero & Co., CPA's

- The results of the annual audit ending June 30, 2018 were reviewed with the board. The auditors reported they did not identify any deficiencies in internal control that they consider to be material weaknesses. Additionally, there were no difficulties encountered in performing the audit, and there were no exceptions in this year's test sample. The auditors thanked library staff, Morgan and Hopper, for their diligence and professionalism with Insero staff who were conducting the audit.

- The auditors have recommended implementing Government Accounting Standards Board Statement No. 75, “Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions.”
 - Discussion followed.
2. Financial Report - Morgan
- The Budget Status Reports dated 12/3/2018 include the expenditures through November and revenues through the end of October. These were previously distributed electronically.
 - Bank Statements with balance reconciliations for September and October were received and reviewed by the library’s business office.
 - The cash flow reports for the Library reported by LCSD’s Treasurer through September show a beginning balance, receipts, disbursements, and ending balance.
 - The Bill lists from 11/14/18 through 12/12/18 totaled \$40,688.16
 - Discussion followed.
3. President’s Report
- President Gutierrez in her role as Village of Liverpool Historian is working on an immigration program to be presented as a library program in June.
 - Gutierrez would like the Corrective Action Plan to be finalized and submitted prior to the deadline. The NYS Audit has taken the focus away our mission. Trustee Baker was asked to assist with Compensatory Time and Vacation Accruals implementation and she accepted the request.
4. Director’s Report
- The Lobby Book sale brought in \$1,339.80 in November. The wishing well contained \$39.25, gift shop purchases totaled \$72.70. The donation box held \$39.85, patrons attending movies donated \$13.00, and Passport photos generated \$90 in revenue.
 - The NYS Comptroller’s Audit was released to the public on December 7, 2018. Trustees were provided a draft copy of the Corrective Action Plan (CAP). A response is due by January 29, 2019.
 - The board reviewed every detail of the CAP draft.
 - Handbook changes will be reviewed by the library’s attorney.
 - Baker will work with staff to develop and implement procedures related to vacation and compensatory
 - Wisniewski provided the board with an update on planning for the First-Floor Renovation project slated to begin in February 2019. The public bathroom and lobby update which is part of the LCSD Phase 4 project is scheduled to begin March 18, 2019 and will start with the bathroom in the children’s room.
 - The second-floor office areas will be reorganized to address the smoke issues. The report from CSEA indicated levels are not high enough to be of concern, however we will relocate affected employees, and create a more equitable distribution of work space.
5. OCPL Report: No report

G. ITEMS FOR ACTION AND DISCUSSION

1. Request for Reconsideration Policy for Second Reading and Final Approval.

Motion to accept the policy for Second Reading and Final Approval by Baker, second by Hluchyj.

Final Resolution: Motion Carried

Aye: Gutierrez, MacLaughlin, Baker, Hewitt, Hluchyj.

2. Personnel Changes

Motion to accept the personnel changes as presented.

APPOINTMENTS			
Name	Position	Salary	Effective Date
Smith, Sheila	Administrative Assistant	\$48,000	1/7/2019
PROMOTION			
Name	Position	Salary	Effective Date
Murry, Joellyn	Librarian I	\$41,511	1/7/2019
RESIGNATIONS			
Name	Position	Effective Date	
Warner, Jenny	Library Clerk I (part-time)	11/18/2018	
Welch, Colin	Librarian I (part-time)	11/29/2018	
Galuppo, Charles	Custodial Worker I (part-time)	12/03/2018	
Tyler, Mark	Guard (part-time)	12/14/2018	
Schiavulli, Amanda	Librarian II	1/4/2019	

Motion by MacLaughlin, second by Hewitt.

Final Resolution: Motion Carried

Aye: Gutierrez, MacLaughlin, Baker, Hewitt, Hluchyj.

3. Staff Development Day

Motion to approve closing the library all day, Tuesday, April 30, 2019 for Staff Development Day.

Motion by Hewitt, second by Baker.

Final Resolution: Motion Carried

Aye: Gutierrez, MacLaughlin, Baker, Hewitt, Hluchyj.

4. Payments Allowed in Advance of Board of Trustees Audit

The Liverpool Public Library Board of Trustees authorizes the Liverpool Central School District's Treasurer to pay in advance any claims relating to public utility services, postage, freight, and express (reliable shipping method with full tracking) charges. Public utility services generally include electric, gas, water, sewer, internet, and telephone services.

Motion by MacLaughlin, second by Hluchyj.

Final Resolution: Motion Carried

Aye: Gutierrez, MacLaughlin, Baker, Hewitt, Hluchyj.

5. Petty Cash

The Liverpool Public Library Board of Trustees authorizes petty cash payments in advance of audit.

Motion by MacLaughlin, second by Baker.

Final Resolution: Motion Carried

Aye: Gutierrez, MacLaughlin, Baker, Hewitt, Hluchyj.

6. LPL Corrective Action Plan item

Appoint the Administrative Assistant, Dorothy Morgan, to review bank reconciliations, bank statements, cancelled check images, in order to prepare a report to be given at the monthly trustee meeting.

Motion by MacLaughlin, second by Hewitt

Final Resolution: Motion Carried

Aye: Gutierrez, MacLaughlin, Baker, Hewitt, Hluchyj.

7. Preliminary Budget Discussion

The board discussed plans and goals for the 2019-2020 budget.

H. OPEN FORUM: There was a brief discussion regarding the bid process for the First-Floor Renovation project.

I. BOARD FORUM: nothing.

J. EXECUTIVE SESSION: none.

K. ADJOURNMENT

Motion by Baker to adjourn the meeting, second by Hluchyj.

Final Resolution: Motion Carried

Aye: Gutierrez, MacLaughlin, Baker, Hewitt, Hluchyj.

The meeting was adjourned at 8:12 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board