



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
February 9, 2022  
Carman Community Room

**Trustees present: Budmen, Baker, Gouger, Hluchyj, McLaughlin, Schapley and via zoom: Hewitt**  
**Staff: G. Wisniewski, Director; S. Reckhow, Asst Director; S. Smith, Business Manager;**  
**M. St.Leger, Clerk to the Board, M. Bialczak, Comm. Specialist**

**REGULAR MEETING**

**A. CALL TO ORDER**

President Budmen called the meeting to order at 6:29 p.m.

**B. SALUTE TO THE FLAG**

**C. ACCEPT JANUARY MEETING MINUTES**

**D. CORRESPONDENCE:**

**E. AGENDA CHANGES: none**

**F. REPORTS TO THE BOARD**

**1. LCSD Presentation —**

Dr. Mark Potter, Superintendent, and Daniel Henner, Assistant Superintendent, of the LCSD gave a presentation on the second phase of the Education 2020 implementation, and the Capital Project vote to be held on March 14, 2022.

**2. Financial Report**

- The Board received the Budget Status Reports through January 2022. These reports were previously distributed electronically.
- Bank Statements through November 2021 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 January 12, 2022, through February 9, 2022.

Hluchyj made a motion to authorize payment of the audited invoices and approve account transfers.

Schapley seconded the motion.

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

Final Resolution: Motion Carried

**3. President’s Report:**

- Budmen and Reckhow will participate in a presentation to the LCSD Board of Education on the Pool Pass Virtual Student Library Card initiative at a future meeting. A pilot of the program is set to launch to students in the Soule Road complex the week after February Break.

**4. Director’s Report**

- Wisniewski gave the board an update on the expiration of the mandatory mask mandate.
- A Liverpool Resident inquired about book challenges and offered his assistance should we receive any.
- NYLA Library Advocacy Day on March 2, 2022 will be virtual this year. They are looking for digital submissions from Library Employees, Trustees and Patrons which will be presented to NYS Legislators.

**5. OCPL Report: No Report**

**G. ITEMS FOR ACTION AND DISCUSSION**

**1. Personnel Changes**

**RESIGNATION**

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Whiffen, Bailey	Library Clerk 1 (pt)	2/11/2022

Motion by Baker to accept the Personnel Changes as presented second by McLaughlin.

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

Final Resolution: Motion Carried

2. Donations Policy for First Reading

Motion to approve the policy for First Reading by Gouger second by Baker.

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

Final Resolution: Motion Carried

3. Workplace Violence Prevention Policy for First Reading

Hluchyj made a motion and Gouger seconded to approve the policy for First Reading.

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

Final Resolution: Motion Carried

4. Records retention Policy for Third Reading and Final Approval.

Baker made a motion and McLaughlin seconded to approve the statements for Third Reading and Final Approval.

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

Final Resolution: Motion Carried

5. Director's 2022-2023 Budget – Second Draft


The Trustees discussed the first draft of the 2022-2023 budget.

H. OPEN FORUM: The library is updating the *I Love My Library* project. Mark Bialczak invited the Trustees to participate.

I. BOARD FORUM: no comments

J. ADJOURNMENT: The meeting was adjourned at 8:02 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board