



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**January 11, 2023**  
**Carman Community Room**

**Trustees present: Gouger, Baker, Budmen, Hluchyj, Hewitt, Mainville, McLaughlin.**

**Staff: S. Reckhow, Interim Director; S. Smith, Business Manager; M. St.Leger, Clerk to the Board;  
Melissa McCurdy, Librarian Assistant, members of the public.**

**REGULAR MEETING**

**A. CALL TO ORDER**

President Gouger called the regular meeting to order at 6:31 p.m.

**B. SALUTE TO THE FLAG**

**C. APPOINTMENT OF NEW TRUSTEE**

Hluchyj made a motion and Budmen seconded to appoint Veronica Mainville to the vacant seat on the Liverpool Public Library Board of Trustees. Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin. Motion carried.

**D. OATH OF OFFICE**

President Gouger administered the oath of office to Veronica Mainville.

**E. ACCEPT DECEMBER MEETING MINUTES**

**F. CORRESPONDENCE:** Samaritan Center sent a thank you for the donation of socks from staff and patrons.

**G. AGENDA CHANGES:** none

**H. REPORTS TO THE BOARD**

**1. Audit Report – Duane Shoen, Inero & Co.**

- Mr. Shoen reviewed the results of the financial audit with the board for the fiscal year of July 1, 2021 – June 30, 2022
- Shoen recommended the board adopt an investment policy, which is a requirement of NYS General Municipal law.
- There are no material instances of noncompliance and no material internal control weaknesses at the financial statement level. Accounting practices are consistent with government auditing standards, and there were no difficulties or areas of concern.
- The board had a good discussion with Mr. Shoen and all their questions were answered.

**2. Financial Report**

- The Board received the Revenue and Budget Status Reports through December 2022 electronically prior to the meeting.
- Bank Statements through October 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 December 15, 2022, through January 11, 2023.

McLaughlin made a motion to authorize payment of the audited invoices second by Hluchyj.

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

Final Resolution: Motion Carried

3. President's Report: no report.
4. Interim Director's Report
  - Interim Director's Report was sent electronically
  - \$12,000 in bullet aid was received from Assemblyperson Pamela Hunter. Retired Director Wisniewski applied for a grant last year to purchase a Charlie Cart. The Charlie Cart is a self contained hands on food education program geared for grades K-5.
  - Murry and McGregor are working with LCSD Librarians on the 2023 Bresnahan Awards.
5. OCPL Report: No report
6. Trustee Advisory Council: The council met recently and discussed a training schedule. Training on Censorship to be held in late March.

I. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

**APPOINTMENT**

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Keeling, Michaelangelo	Custodial Worker	\$15.25 p/h	1/5/2023
Glassman, Simcha	Librarian I (ptan)	\$24.00 p/h	1/5/2023

**RETIREMENTS**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Bialczak, Mark	Public Information Specialist	1/16/2023

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

2. Exhibit Spaces and Bulletin Boards Policy for First Reading.

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

3. Security Camera Policy for First Reading

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

4. Interim Director's 2023-2024 Budget – First Draft

The Trustees discussed the first draft and provided recommendations for the second draft of the 2023-2024 budget.

J. OPEN FORUM: Hewitt shared a story of her grandson whose college experience has brought back memories of Geek Squad summer camp.

K. BOARD FORUM: Gouger's daughter recently turned 5 and her first priority was a visit to LPL for her very own library card.

L. ADJOURNMENT: The meeting was adjourned at 8:08.p.m.

Respectfully submitted,

Martina St. Leger, Clerk to the Board