

**MINUTES
REGULAR MEETING OF THE
LIVERPOOL PUBLIC LIBRARY
JULY 7, 2010**

**Trustees present: Spadafore, Alessio, Dunstone, Dodge, Scavone, and Ward
Spado was excused for the Reorganization and Regular Meeting.
Staff: Polly, Director and Morgan, Clerk to the Board
Others: Staff, M. Toscano, President of the Friends of the Library**

REORGANIZATION MEETING

A. CALL TO ORDER: Spadafore called the meeting to order at 6:30 pm.

B. SALUTE TO THE FLAG

B. OATH OF OFFICE: Spadafore administered the Oath of Office to Marlene Ward. Her term is July 2010 through June 30 2015.

C. ELECTION OF OFFICERS: Representing the nominating committee, Dodge and Scavone presented the slate of officers and appointments for 2010-2011: Spadafore as President; Alessio, Vice-President; Spado, Secretary of the Board. Dodge made a motion and Scavone seconded to approve the slate of officers for 2010-2011 as stated. All were in favor.

D. APPOINTMENTS:

Financial Advisor: Larry Dunstone

Clerk to the Board: Dorothy Morgan

Treasurer: Carol-Anne Mathews

Internal auditor: Sherry Chaar

Official newspaper: The Post Standard

Attorney: Michael Tremont of Costello, Cooney & Fearon, LLP for labor relations, employment matters, and legal counsel.

Records Access Officer/FOIL Officer: Yvette Hewitt

Records Retention Officer: Martha Hopper

Ward moved and Scavone seconded to accept the appointments as stated. All were in favor.

E. ADOPT ANNUAL CALENDAR

Scavone moved and Dunstone seconded to adopt the annual calendar as submitted. All were in favor.

F. DESIGNATE MEETING DAYS:

Scavone moved and Dunstone seconded to keep the meetings set at 6:30 p.m. on the first Wednesday of every month. All were in favor.

G. SET PETTY CASH-ON-HAND AMOUNT

Ward moved and Dodge seconded to set the petty cash-on-hand amount at \$100.00. All were in favor.

H. SET MILEAGE REIMBURSEMENT RATE:

Ward moved and Dunstone seconded to set the mileage reimbursement at 50 cents established by the Internal Revenue Service effective 01/01/2010. Discussion followed. All were in favor.

I. APPROVAL OF CHASE AND KEY BANK:

Ward moved and Scavone seconded to approve Chase Bank as a depository as well as Key Bank for library funds, and to appoint Carol-Anne Mathews, Treasurer of the Liverpool Central School

District or Dorothy Morgan, Library Business Manager, as authorized signatures on the bank accounts at Chase and Key Bank. All were in favor.

J. APPROVAL OF SALARY SCHEDULE:

Scavone made a motion and Dodge seconded to approve the salary schedule as submitted. All were in favor.

K. ADJOURNMENT: Dunstone moved and Alessio seconded to close the Reorganization Meeting. All were in favor. Spadafore closed the Reorganization meeting at 6:40 p.m.

REGULAR MEETING

A. CALL TO ORDER

Spadafore called the regular meeting to order at 6:40 pm.

B. CORRESPONDENCE circulated amongst the Board.

C. AGENDA CHANGES

No changes.

D. CONSENT AGENDA

1. Approval of June 2, 2010 Regular Board Meeting Minutes

2. Approval of Monthly Bills for June.

Dunstone moved and Ward seconded to approve the Consent Agenda. All were in favor.

E. REPORTS TO THE BOARD

1. Friends report - M. Toscano:

- The Friends are busy getting ready for the Annual Used Book Sale.
- The fundraising proceeds from the lobby book sale for June netted approximately \$1900.

2. Staff report: No report.

3. Treasurer's report.

The Board received copies of the June 22, 2010, Expenditure and Revenue Reports. Dunstone reported on the library's financial status.

4. President's report – Spadafore:

A meeting is planned with the Liverpool Library and the Liverpool Central School District on July 12, 2010. Those in attendance include J. Polly, Library Director, M. Spadafore, Library Board President; Dr. Johns, Superintendent, K. Phillips, Assistant Superintendent; and Board of Education President, D. Cook.

5. Director's report – Polly:

- Thank you to M. Hopper, Personnel Head, for giving the Director the weather report from the library's roof weather station showing 102 degrees the afternoon of July 7.
- Polly showed the Board the Library Birthday Card celebrating its 117th year. Members of the public, trustees, and staff signed the card during the birthday celebration on June 21.

6. OCPL/Advisory Board Meeting: Ward reported that the next Advisory Board Meeting would be held in Dewitt on July 13.

F. ITEMS FOR DISCUSSION AND ACTION

1. Policies for Second Reading: Borrower Cards; Emergencies in the Library

- Dodge made a motion and Dunstone seconded to approve the Borrower Cards Policy for Second Reading and final adoption. All were in favor.
- Alessio made a motion and Dunstone seconded to approve the Emergencies in the Library Policy for second reading and final adoption. All were in favor.

2. Resolution to adopt the New York State Early Retirement Incentive: The resolution must be adopted by the governing body and approved as required by law. Must be enacted on or before July 31, 2010.

Commencement date must be on or before August 2, 2010. Open period (minimum 30 days, maximum 90 days) may not extend beyond August 31, 2010. The LCSd must submit the documentations to the State targeting LPL employees. At the July 6th LCSd Board of Education Meeting, the resolution was passed.

The following resolution was offered: "BE IT RESOLVED that the Library Board of Trustees of the Liverpool Public Library does hereby elect to provide the benefits of Part A of Chapter 105 of the Laws, 2010, commencing July 8, 2010 for all eligible Liverpool Public Library employees who retire with an effective date of retirement set during the open period 55 days, not to extend beyond August 31, 2010 beginning with and immediately following the commencement date and who are otherwise eligible as specified by Part A of Chapter 105, Laws of 2010."

- Ward made a motion and Scavone seconded to adopt this early retirement incentive program targeting those employees who are eligible. All were in favor.

3. Approval of building plan for new energy efficient windows for the library

The Board received a plan for the entire facility's windows. The plans, after the library Board approves, will go to the Board of Education for final approval. The plans will be submitted to SED by the LCSd. Scavone made a motion and Dodge seconded to approve new building plans for energy efficient exterior windows to be submitted to LCSd and SED for approval. This does not commit the library to doing anything. No further discussion. All were in favor.

H. OPEN FORUM: No report.

I. BOARD FORUM: No report.

J. EXECUTIVE SESSION

Spadafore stated the need for an executive session to discuss a personnel matter. The executive session will reconvene at a meeting room in Cafe at 407 in Liverpool. Spado was in attendance.

Scavone made a motion and Ward seconded to conduct an executive session for the purpose stated by Alessio at Cafe at 407 in Liverpool with no action to follow. All were in favor. Polly and Morgan were excused.

Spadafore declared an executive session at 7:10 p.m.

Scavone made a motion and Dodge seconded to return from executive session and adjourn the meeting. All were in favor.

K. ADJOURNMENT

Spadafore adjourned the meeting at 8:25 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dorothy Morgan".

Dorothy Morgan
Clerk to the Board of Trustees

REGULAR MEETING AUGUST 4, 2010