



MINUTES
BOARD OF TRUSTEES MEETING
October 4, 2017
Carmen Community Room

Trustees present: Spadafore, Budmen, Gutierrez, MacLaughlin, Schapley, and Hluchyj.

Excused: Hewitt

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 Spadafore called the regular meeting to order at 6:30 p.m.

B. SALUTE TO THE FLAG

C. CORRESPONDENCE: Thank you note from the Bonsai Club.

D. AGENDA CHANGES: none

E. CONSENT AGENDA

1. Approval of September 6, 2017 Regular Meeting Minutes
2. Approval of Monthly Bills for September
3. Approval of Transfers

Hluchyj made a motion and Schapley seconded to approve the Consent Agenda. All were in favor.

F. REPORTS TO THE BOARD

1. Staff Report – Susan Reckhow.

- Susan Reckhow joined the staff of LPL on September 11, 2017 as the Assistant Director. Reckhow shared how happy she is to be working with the great staff at LPL. Reckhow gave the board an overview of her 29 years of experience which started as the Teen Librarian at the DeWitt Community Library, eventually becoming the Director of DCL, and the moving on to Onondaga Free Library, and then to Onondaga County Public Library as the Administrator for City Branches. Reckhow described her experience with library renovations which include DeWitt, OnFree, Mundy Branch, and Betts Branch. Her focus at LPL will start with the first-floor renovation and review of the staffing structure to support the strategic plan.

2. Financial Report

- We received a check from Onondaga County in the amount of \$34,966.80 for our annual Local Library Services Aid (LLSA). An additional payment of \$3,885.20 is expected before the end of the fiscal year. We anticipate payments for this fiscal year will total \$38,852.00 (\$6,852.00 over budgeted amount). LLSA is the New York State aid Program for local public libraries.
- Morgan provided an update to the board regarding the current year revenue and expense statements.

3. President's Report

- Trustee MacLaughlin will meet with our neighbor at 306 Tulip Street regarding the wood burning stove use and possible solutions.
- President Spadafore said he is happy to see we are presenting a two-part program titled 'A Brief Introduction to Islam' and is hoping to attend at least one session.

4. Director's Report

- The Lobby Book sale brought in \$2,128.50 in September, while the wishing well had \$19.10. The gift shop sales totaled \$74.20, the donation box contained \$30.40, and we received \$44.75 in donations from patrons attending movies.
- The musical instruments purchased through the Richberg fund have been installed in the habitat garden. The garden has become a popular spot with children and adults visiting daily to try the instruments and enjoy the space.
- The annual book sale brought in \$10,379.13. A breakdown of costs and statistics was provided to the trustees. Assemblywoman Pam Hunter, who loves our book sale, attended on Sunday and was welcomed by Trustee Hluchyj. There was a discussion regarding next year's book sale along with ideas to consider.
- A follow up to the sewer issue from the written report. Roto-Rooter used a video camera during a recent service call and discovered there are depressions in a few areas of the pipes where material is getting hung up. The issue is a result of aging pipes. We will meet with LCSD Facilities Manager, Darrell Clisson to discuss solutions.
- Wisniewski had a discussion with LCSD Assistant Superintendent Katie Phillips regarding first floor renovations, and determining if the renovations are a capital project. We will meet with LCSD's Architect, Facilities Manager and Phillips to discuss thoughts and plans. Phillips mentioned the renovations of the public bathrooms are included in the phase 4 list and we will know more after the public hearing on December 4.
- RFQ's will be sent out to vendors on state contract for the second phase of our network upgrades. The cost of the project has been budgeted.
- A meeting of the Safety committee was held and our power outage procedures were discussed because of recent power outages which proved to be educational. We will schedule a meeting with the Safety Wardens to go over their responsibilities.
- We will have an entrance meeting with our external auditor, Insero and Co., in the coming weeks to begin the audit.

5. OCPL Report:

- State Senator DeFrancisco attended the recent Member Directors Retreat and was thanked for the funding his office facilitated for library programs.
- There is Construction aid available in the amount of \$764,000, \$200,000 of which will go unspent. There is a push to have libraries think about future projects suitable for grant applications.
- Betts Branch renovation is nearing completion with a planned opening date of December 1st.
- Assemblyman Al Stirpe has made available a \$30,000 grant for Mobile Maker Lab Kits which will be shared among school, libraries, and BOCES

G. ITEMS FOR ACTION AND DISCUSSION

1. Staff Development and Conference Attendance Policy for First Reading.
Budmen made a motion and Hluchyj seconded to approve the policy for first reading.
All were in favor. Motion carries.
2. Use of Library Vehicles Policy for First Reading
Gutierrez made a motion and Schapley seconded to approve the policy for first reading.
All were in favor. Motion carries.

3. Board Budget Schedule 2018-2019
Hluchyj made a motion and Budmen seconded to accept the budget schedule.
All were in favor. Motion carries.
4. Personnel
Schapley made a motion and MacLaughlin seconded to accepts the Resignations and Appointments as presented.

APPOINTMENTS				
First Name	Last Name	Position	Pay Grade	Effective Date
Susan	Reckhow	Assistant Director	14	09/11/2017
Terri	Spiegel	Page	1	08/21/2017
Mary	Bartowski	Library Clerk I - Substitute	2	08/17/2017
Karen	Bialczak	Library Clerk I -Part Time	2	08/17/2017
Jenny	Warner	Library Clerk I - Substitute	2	08/10/2017
Margaret	Elliott	Librarian I - Substitute	10	08/01/2017
Ann	Horan	Librarian I - Substitute	10	08/01/2017
Joellyn	Murry	Librarian I - Substitute	10	08/01/2017

RESIGNATIONS				
First Name	Last Name	Position	Pay Grade	Effective Date
Elise	Murphy	Library Clerk II - Part Time	4	10/07/2017
Lucas	Connor	Librarian II - Coordinator	12	09/22/2017
Faith	Bosco	Library Clerk I - Substitute	2	09/01/2017
Jennifer	Husenitza	Librarian I - Substitute	10	08/15/2017
Joan	Peters	Librarian I - Substitute	10	08/07/2017
Emily	Johnson	Page - Substitute	1	08/01/2017
Andrea	Molinet	Librarian I - Substitute	10	07/21/2017
Maria	Michalet	Page - Substitute	1	07/17/2017
Hannah	Bewsher	Library Clerk I - Substitute	2	07/11/2017

All were in favor. Motion carries.

5. NYS Library Construction Grant
Gutierrez made a motion and Budmen seconded to authorizes the Director to submit a proposal for a construction grant to install an ADA compliant walkway with lighting to the pavilion in the Dinosaur Garden area. Board approves the expenditure of at least \$1,700.00 (25%) towards the project, not to exceed \$8,525.00 (total cost). All were in favor.
6. Bylaws Committee
Item has been tabled to the November board meeting.

H. OPEN FORUM:

- Morgan asked the board if they would like to reinstate funds for the purpose of conference attendance for trustees. All members indicated their support of this line item being added back into the next budget. Morgan also asked if the library's construction grant application for the ADA walkway project were denied would they consider moving ahead with the project and all members indicated they would support the project.

I. BOARD FORUM:

- On September 14th Trustee Don MacLaughlin met with LCSD Assistant Superintendent Katie Phillips as a private citizen to express disappointment with the decision made by LCSD to not include the library in the annual audit of the school district as had been done for the past 30 years or more. MacLaughlin spoke of trying to promote a better relationship between LPL and

LCSD, but the handling of the audit decision was not in keeping with building a relationship. Superintendent Mark Potter hand delivered a letter to LPL after the decision was made.

- Budmen compliment the new website and finds it refreshing and likes the clean look of the new site. Budmen will be using the website in her classes and will pass along any comments from her students.
- Budmen thanked Librarian Laurel Sharp and Library Clerk Amber Williams for bringing the Book bike cart and new outreach van to the Soule Rd. Back to School BBQ. There was positive feedback from all with the new van and book cart.

J. ADJOURNMENT

Gutierrez made a motion to adjourn and Schapley seconded. All were in favor. The meeting was adjourned at 7:23 p.m.

Respectfully submitted,

Martina St Leger

Martina St. Leger, Clerk to the Board