



MINUTES
BOARD OF TRUSTEES MEETING
January 8, 2020
Carman Community Room

Trustees present: MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj
Trustees absent: Baker, Schapley
Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; S. Smith, Admin. Asst.;
M. St. Leger, Clerk to the Board
Others: Staff and Community Members

REGULAR MEETING

A. CALL TO ORDER

Vice President MacLaughlin called the regular meeting to order at 6:30 p.m.

B. SALUTE TO THE FLAG

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

D. AGENDA CHANGES: none

E. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget Status Report through December. These reports were previously distributed electronically.
- Bank Statements through October 2019 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 Carol Mathews with the reconciliations being done by LCSD's Michelle Stanton. The statements were on hand if called upon for Board review.
- Budmen reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated December 13, 2019 through January 8, 2020. The Board also authorized account transfers.

Hluchyj Seconded the motion.

Aye: MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj.

Final Resolution: Motion Carried

2. President's Report: no report.

3. Director's Report

- December Cash Revenues: Lobby Book Sale = \$485.50 Gift shop total = \$61.55
Passport photos = \$90 Fines: \$1,324.97 Donations = \$1,664.90
Movie Attendance = \$7.50 Wishing well = \$32.22
- A Grand Reopening will be held January 24th at 9 am with a ribbon cutting at 9:15 am.
- LPL received a generous donation from a group of friends in honor of a couple who had a stillbirth. They were able raised enough money to purchase a 3 Branch discovery table with 4 interchangeable tops, which will be a lovely addition to the children's room. The donation will be recognized with a plaque.
- We also received a donation and a very nice note from Retired LPL Children's Librarian Susan Gabbay,
- There was a small leak in the roof above the children's room. The roof is under warranty and the vendor was contacted. Hopefully there will not be a reoccurrence, and we will continue to monitor.
- Wisniewski and Reckhow will be meeting with the designers from Ashley McGraw to plan the redesign of the Children's Room to include literacy play elements, a living art wall, and play areas where the theme can be changed periodically.

- Libraries, including LPL, are preparing for the 2020 Census which begins in April. Libraries will be central to the census because people are encouraged to visit the library to fill out their census. There has been a great deal of training for staff. LPL held a job fair for open census worker positions.
- The book drop has reopened in the garage.

4. OCPL Report: Christian Zabriskie, OCPL Executive Director attended the recent Member Director meeting. Zabriskie was recently named Librarian of the Year (along with Lauren Comito) and was on the cover of the December 2019 edition of Library Journal.

F. ITEMS FOR ACTION AND DISCUSSION

1. Meeting Minutes of December 11, 2019 were accepted as published.
2. Personnel Changes

RESIGNATION

Name	Position	Effective Date
Morgan, Dorothy	Administrative Assistant (PT)	12/18/2019

Motion to accept the personnel changes as presented by Budmen, second by Hluchyj.

Aye: MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj.

Final Resolution: Motion Carried

3. Circulation Policy for First Reading.

Motion to accept the policy for first reading by Budmen, second by Hewitt

Discussion followed.

Aye: MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj.

Final Resolution: Motion Carried

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

Motion to accept the policy for first reading by Gouger, second by Hewitt.

Aye: MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj.

Final Resolution: Motion Carried

5. Security Camera Policy for First Reading

Motion to accept the policy for first reading by Budmen, second by Hluchyj.

Discussion followed.

Aye: MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj.

Final Resolution: Motion Carried

6. Director's 2020-2021 Budget – First Draft

The Trustees discussed the first draft and provided recommendations for the 2020-2021 budget.

G. OPEN FORUM: none

H. BOARD FORUM: Budmen gave an update on the NYS Library Trustees Association, and future trainings that will be available to the board.

The 2019 Bresnahan Book Award ceremony will be held at LPL on Tuesday, April 21 at 6pm. All are welcome to attend. All children k-6 will read. HS design online voting. Votes secret til reveal. Big splash. Chorus. Choral groups. Treasure hunt. GW: email from Amanda Schiavulli. OCPL re trustee training. Jerry Nichols coming for training. Asking for topics and possible dates. Reply by 10th. 1 hour of trustee training per year may be required.

I. EXECUTIVE SESSION –

MacLaughlin stated the need for an executive session to discuss a Personnel Matter pertaining to a particular employee with no action to follow.

Budmen made a motion and Gouger seconded to move into executive session at 7:27 p.m. with no action to follow for the previously stated matter.

Aye: MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj.

Final Resolution: Motion Carried

Wisniewski, Reckhow, and Smith were asked to attend.

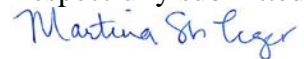
Budmen made a motion to return from executive session at 7:40 p.m, seconded by Gouger.

Aye: MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj.

Final Resolution: Motion Carried

J. ADJOURNMENT: The meeting was adjourned at 7:41p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board