



MINUTES
BOARD OF TRUSTEES MEETING
July 12, 2017
Carmen Community Room

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

Excused: MacLaughlin

Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St.Leger, Clerk to the Board

Others: Staff

REORGANIZATIONAL MEETING 2017-2018

A. CALL TO ORDER

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

B. SALUTE TO THE FLAG

c. OATH OF OFFICE: The Oath of Office was administered by Vice President Spadafore to Dorianne Gutierrez, Yvette Hewitt, and Mary Schapley

D. ELECTION OF OFFICERS: Spadafore and Budmen representing the Nominating Committee presented the following slate of officers and appointments for 2017-2018:

President: Mark Spadafore

Vice President: Dorianne Gutierrez

Secretary: Kay Budmen

Hluchyj made a motion and Schapley seconded to approve the slate of officers as presented. All were in favor.

E. APPOINTMENTS

1. Financial Officer: A review of the by-laws affirmed the position of financial officer is not required, and therefore will not be filled moving forward.

2. Clerk to the Board: Martina St.Leger

3. Treasurer: Carol-Anne Mathews

4. Claims Auditor: Sherry Chaar

5. Official Newspaper: The Post Standard

6. Attorney: Michael Tremont of the law firm of Costello, Cooney & Fearon, LLP, legal counsel, Labor Relations and employment matters

7. Record Access Officer/FOIL officer: Martina St.Leger

8. Records Retention Officer: Martha Hopper

Budmen made a motion and Hluchyj seconded to accept the appointments as presented. All were in favor.

F. ADOPT 2018 ANNUAL CLOSING CALENDAR

Schapley made a motion and Budmen seconded to adopt the 2018 Annual Closing Calendar as presented. All were in favor.

G. DESIGNATE MEETING DAYS

Gutierrez made a motion and Hewitt seconded to hold the board meetings at 6:30 p.m. on the first Wednesday of every month unless otherwise noted. There was a brief discussion regarding moving the meeting day to the 2nd Wednesday of the month beginning in July 2018. All were in favor.

H. SET PETTY CASH-ON-HAND AMOUNT

Budmen made a motion and Hluchyj seconded to set the petty cash-on-hand amount at \$100 administered by the Business Manager. All were in favor.

I. SET MILEAGE REIMBURSEMENT RATE: The standard mileage rate for the use of a car (also vans, pickups or panel trucks) will be 53.5 cents per mile for the calendar year 2017. The standard mileage rate is likely to change on January 1, 2018.

Gutierrez made a motion and Schapley seconded to set the reimbursed mileage rate equal to the current business rate as determined and posted by the Internal Revenue Service. All were in favor.

J. APPROVAL OF CHASE AND KEY BANK WITH AUTHORIZED SIGNATURES

Schapley made a motion and Budmen seconded to approve both Chase Bank and Key Bank as depositories for library funds. Carol-Anne Mathews, Treasurer of the LCSD, and/or Martha Hopper, LPL Business Manager, as authorized signatures on the bank accounts at Chase and Key Bank. All were in favor.

K. APPROVAL OF SALARY SCHEDULE: Civil Service Requirement

Hluchyj made a motion and Budmen seconded to approve the Salary Schedule as presented. All were in favor.

L. TRUSTEE AND ADMINISTRATOR POLICY AFFIRMATION AND DISCLOSURE

STATEMENT: Annual Conflict of Interest Policy

All Board Members and the Library Director were provided with the Conflict of Interest Policy and completed Conflict of Interest statements.

M. ADJOURNMENT

Gutierrez made a motion and Budmen seconded to adjourn the Reorganizational meeting at 6:40pm

REGULAR MEETING

A. CALL TO ORDER

President Spadafore called the regular meeting to order at 6:41 p.m

B. CORRESPONDENCE: none

C. AGENDA CHANGES: none

D. CONSENT AGENDA

1. Approval of June 14, 2017 Regular Meeting Minutes
2. Approval of Monthly Bills for June

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

E. REPORTS TO THE BOARD

1. Financial Report

- Dorothy Morgan provided a report on the financial status of the library and the status of priority projects.

2. President's Report

- President Spadafore thanked his fellow trustees for allowing him to be President this year, and indicated this, his twentieth year, will be his last on the board.

3. Director's Report

- The Lobby Book sale brought in \$2,152.35 in June, while the wishing well had \$19.51. The gift shop total was \$89.30 and the donation box contained \$91.47 which includes \$50.25 from movie donations.

- Wisniewski provided an update on the annual audit. The Liverpool Central School District will no longer include the library in their external audit. An annual audit of the library is not required which provides some time to select an auditor and have an audit done.
- There was a conference call with two designers working on the first-floor renovation. The pricing has been adjusted lower than originally thought and will fall under NYS contract pricing. There will be some repurposing of furniture, but all shelving will be replaced.
- We have a target date of August 1st to rollout the new website. A sandbox version will be made available to staff to allow them to become familiar with the new site before the go live date.
- Wisniewski updated the board on improvements and additions to the wildlife garden.
 - Soon we will have two baby dinosaurs and three dinosaur eggs installed in the garden area. The installation is made possible with donations received in memory of Robert Palmer, and was designed after discussions with the Palmer family.
 - This year's Richberg fund grant will be used to add outdoor musical instruments in the garden. The instruments will provide more interactive materials to the area.
 - Will be applying for ADA construction grant to add a path through the garden including the addition of some lighting and a security camera.
- This year's Book Sale will be held September 22-24. Book donations will not be accepted beginning September 1 through the 30th.

4. OCPL Report:

- Wisniewski attends as a member of the Directors will provide reports going forward

F. ITEMS FOR ACTION AND DISCUSSION

1. Freedom of Information Policy for Second Reading and Final Approval

Schapley made a motion and Hewitt seconded to approve the policy for second reading and final approval. All were in favor

2. Credit Card Policy for Second Reading and Final Approval

Budmen made a motion and Hluchyj seconded to approve the policy for second reading and final approval. All were in favor

3. Approval of the CSEA Contract effective July 1, 2017 through June 30, 2020

Upon notification by the CSEA Representative the bargaining unit membership voted to approve the tentative agreement executed July 11, 2017, and effective July 1, 2017 through June 30, 2020, between the Liverpool Public Library and Civil Service Employees' Association, Inc. (Liverpool Public Library Unit), the Board of Trustees, having reviewed the tentative agreement and deliberated regarding same, be it hereby

RESOLVED, that upon the recommendation of the Director, the Board of Trustees of the Liverpool Public Library hereby approves and ratifies the CSEA agreement and, upon approval of same as to form and content by the counsel of the Library and President of the Board to execute the 2017-2020 agreement between the parties.

Unit employees shall receive the following raises to their current base salary:

Effective July 1, 2017, a percentage increase of three percent (3%).

Effective July 1, 2018, a percentage increase of two and seventy-five hundredths percent (2.75%).

Effective July 1, 2019, a percentage increase of two and seventy-five hundredths percent (2.75%).

Gutierrez made a motion and Schapley seconded to accept the resolution. All were in favor

4. Approval of non-bargaining unit employees' (management & substitutes) raises and benefits

RESOLVED, that upon the recommendation of the Director, the Board of Trustees of the Liverpool Public Library hereby approves and authorizes the salary adjustments and benefits, effective July 1, 2017, for the non-bargaining unit employees noted as follows:

To approve the salaries and benefits for management and hourly wages for substitutes at the same rate as the recently approved contract each year for the duration of the contract from July 1, 2017 through June 30, 2020.

Hluchyj made a motion and Budmen seconded to accept the resolution. All were in favor

- G. OPEN FORUM: Morgan asked to make a point of clarification. Sherry Chaar is the Internal Claims Auditor, not Internal Auditor. The minutes will reflect the correct title.
- H. BOARD FORUM: Hewitt informed the board Assemblywoman Pam Hunter will be attending the concert in Johnson Park on Wednesday, July 19, 2017. LPL Staff will be present with the new Book Bike and Cart. The Assemblywoman was very supportive of the book bike project. All are welcome to attend. The concert begins at 7pm.

Budmen shared with the board the success of the recent Geek Squad Academy and praised Librarian Assistant Deanna McGregor for her efforts towards making the program run smoothly. Budmen said the McGregor was attentive to details, a pleasure to work with, and phenomenal.

I. EXECUTIVE SESSION –

Spadafore stated the need for an executive session to discuss a personnel matter. The executive session will reconvene at a Café 407 in Liverpool. Gutierrez made a motion and Budmen seconded to move into executive session for the previously stated matter. All were in favor. Wisniewski was excused, Morgan was asked to attend. The board moved into executive session at 7:01 p.m. with no action to follow. Budmen made a motion to return from executive session at 8:02 p.m., seconded by Hluchyj. All were in favor.

J. ADJOURNMENT

Hluchyj made a motion to adjourn and Schapley seconded. All were in favor. The meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Martina St. Leger

Martina St.Leger, Clerk to the Board