



MINUTES
BOARD OF TRUSTEES MEETING
November 11, 2020
Liverpool Public Library and via Zoom, YouTube

Trustees present: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj

Absent: Schapley

Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; S. Smith, Admin. Asst.;
M. St. Leger, Clerk to the Board

REGULAR MEETING

A. CALL TO ORDER

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

B. SALUTE TO THE FLAG

C. ACCEPT OCTOBER MEETING MINUTES.

D. CORRESPONDENCE: none

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Audit Report – Jerry Mikelson, Inero & Co.

- Mr. Mikelson reviewed the results of the financial audit for the fiscal year of July 1, 2019-June 30, 2020 with the board.
- There are no material instances of noncompliance with laws, contracts, and agreements and no material internal control weaknesses at the financial statement level.
- Accounting practices are consistent with government auditing standards. There were no difficulties or issues of concern.
- The board had a good discussion with Mr. Mikelson and had all their questions answered.
- Mr. Mikelson and the board recognized the hard work of Sheila Smith in following procedures throughout the year and making the audit smooth and successful.

2. Financial Report

- The Board received the Budget and Revenue Status Report through October. These reports were previously distributed electronically.
- Bank Statements through September 2020 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.
- Hluchyj reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated October 15, 2020 through November 11, 2020.

Gouger seconded the motion.

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

Final Resolution: Motion Carried

3. President's Report:

- Budmen wanted to recognize Smith for the great job she is doing and stated that Smith's reports are phenomenal. The success of the annual audit is directly credited to Smith's efforts. Kudos!
- The annual NYLA Conference was held (virtually) recently. Hewitt, Gouger and Wisniewski attended and were asked to give the board an update on the conference. Hewitt and Wisniewski attended a session on library law, and both felt the library was well positioned in that regard. Gouger attended a session on privacy which led to a discussion on privacy at LPL and suggested we make a concerted effort to educate our patrons on how their privacy is protected when using the library.
- Budmen asked for an update on the Student Library Card program. Reckhow provided an update which included the creation of an innovative team to follow through with the project. Teams members from LPL are: Joellyn Murry, Children's Librarian, Deanna McGregor, Home School Librarian, Laurel Griffith, Teen Librarian, and David Daghita, Computer Services Librarian. Budmen will facilitate a connection with key LCSD personnel who may be of help with concluding the project

4. Director's Report

- Wisniewski thanked Smith for doing a great job and working diligently with the auditors and completing (and filing) the Annual Update Document required by the NYS Comptroller.
- Collection diversity update: The Building Diverse Collections workshop is wrapping up, and everyone has learned a great deal. Attendees will meet to develop a plan to review the collection, educate fellow co-workers, and implement changes.
- Children's Librarian, McGregor attended a two-day Virtual ALCS National Institute Conference and said the main focus of the panels was diversity: both in authors' backgrounds and ethnicity and how they are represented in their books. One example is how Author Carol Lindstrom discussed representing Indigenous peoples and their fight for clean water which was a very powerful presentation. <https://www.goodreads.com/en/book/show/44581496-we-are-water-protectors> One of McGregor's favorite sessions was Global Citizens Academy: Creating Cross Cultural Experiences for Disadvantaged Youth. She thought it would be something LPL could initiate as a family program. Using "passports", families increase their cultural geography by visiting places around the world through travel vlogs, google maps, and activities.
- With the increase in Covid cases, and Liverpool being in the yellow zone, we are monitoring the situation. We have proactively reduced the number of available appointments and allow a maximum of 25 visitors during open periods.
- Jack Esformes did an assessment of the ventilation in the building and said that we are in good shape and made a few recommendations that we could implement before holding events in the CCR.
- Options for a Dedication plaque were shared with the board and a style was selected. A mockup will be done, and a quote requested.
- MacLaughlin thanked Wisniewski for her very informative monthly reports.
- Budmen let everyone know there is a display of the activity packs the staff put together for patrons according to age group for the board to review. The Activity Packs were recently featured on the front page of the Star Review.

4. OCPL Report: OCPL cuts are starting to affect the member libraries. Our deliveries are down to 2 days each week as opposed to the daily deliveries in the past. A small task force has been put together with a representative of each delivery route to find solutions. The Polaris ILS catalog has been having issues and is being addressed. Due to staff cuts original cataloging is not getting done. We have a part-time Librarian on our staff with many years of original cataloging experience and have offered to assist other member libraries with cataloging items.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

PROMOTION

Name	Position	Salary	Effective Date
Rasmussen, Andrea	Library Clerk III, Coordinator, Circ	\$19.50 p/h	10/19/2020
Daghita, David	Librarian II, Coordinator, Comp.Srvcs	\$27.75 p/h	10/19/2020
Reif, Brett	Library Clerk I (FT)	\$12.07 p/h	11/2/2020

APPOINTMENTS

Name	Position	Salary	Start Date
Reynolds, Colette	Administrative Aide	\$22.80 p/h	11/30/2020

LAYOFFS

Name	Position	Effective Date
DeYett, Christine	Page	11/9/2020
Smukler, Ezekiel	Page	11/9/2020
Spiegel, Terri	Page	11/9/2020
Westcott, Sara	Page	11/9/2020

Motion to accept the Personnel Changes as presented by MacLaughlin, second by Baker.

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

Final Resolution: Motion Carried

2. Credit Card Policy for Second Reading and Final Approval

Motion to accept the policy for second reading and final approval by Hewitt, second by Hluchyj.

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

Final Resolution: Motion Carried

3. Staff Development & Conference Attendance Policy for Second Reading and Final Approval.

Motion to accept the policy for second reading and final approval by Baker, second by Gouger.

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

Final Resolution: Motion Carried

4. Use of Library Vehicles Policy for Second Reading and Final Approval.

Motion to accept the policy for second reading and final approval by Baker, second by Gouger.

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

Final Resolution: Motion Carried

H. OPEN FORUM: no comments

I. BOARD FORUM: no comments

J. ADJOURNMENT: The meeting was adjourned at 7:35 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board