



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
November 12, 2022  
Carman Community Room

**Trustees present: Gouger, Hluchyj, Baker, Budmen, Hewitt, McLaughlin.**

**Staff: S. Reckhow, Interim Director; S. Smith, Business Manager; M. St.Leger, Clerk to the Board,  
K. Jensen, Communications Specialist; D. McGregor, Outreach Coordinator**

**REGULAR MEETING**

- A. CALL TO ORDER: President Gouger called the meeting to order at 6:30 p.m.
- B. SALUTE TO THE FLAG
- C. ACCEPT OCTOBER MEETING MINUTES
- D. CORRESPONDENCE: none
- E. AGENDA CHANGES: Gouger requested the Executive Session be moved up on the agenda and will be held after Action Item G, 2.
- F. REPORTS TO THE BOARD
  1. Staff Report – Deanna McGregor
    - McGregor gave a presentation on the tech van which was made possible with a grant funded by the American Rescue Plan Act administered through the Central New York Library Resources Council.
  2. Financial Report
    - The Board received the Budget Status Reports through October 2022. These reports were previously distributed electronically.
    - Bank Statements through June 2022 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.
    - There was discussion regarding the tax revenue overage collected by LCSD. The board stated they would prefer the amount be placed in an interest-bearing reserve account as presented by LCSD at the September 2022 BOT Meeting.
    - The Independent Claims Auditor reviewed each invoice for the period of October 13, 2022, through November 9, 2022.

Budmen made a motion to authorize payment of the audited invoices and approve account transfers, second by Hluchyj.  
Aye: Gouger, Baker, Budmen, Hewitt, Hluchyj, McLaughlin.  
Final Resolution: Motion Carried
  3. President’s Report: McLaughlin was appointed as Board Secretary to replace Schapley.
  4. Interim Director’s Report
    - Reckhow gave the board an update on the phone service which was fully restored by Verizon on October 18<sup>th</sup>.
    - The Hearing loops were installed last month in the Carman Community Room and The Sargent Meeting Room. Installation of the hearing loops at the service desks will be completed this week.

Hearing Loops Unlimited will give a presentation to staff on how the system works at the November staff meeting.

- One of the rooftop HVAC unit is failing, and a repairs are expected to be completed in the next few weeks. A crane will be used to lift the unit onto the roof and may disrupt garage access for a short time.
- The Haunted Garage was a wonderful success and a great community effort with many volunteers.
- In person staff meetings resumed in October with a focus on fire prevention and safety.
- There was a brief discussion on the statistics of lost books comparing the number missing while there were still fines and the number missing since fines have been removed.
- Reckhow recommended the board reconsider the \$35 fee charged to patrons who live outside Onondaga County followed by discussion.

Motion by Baker to suspend the Non-Resident Library Card Fee for Liverpool Public library patrons who reside outside of Onondaga County effective November 10, 2022 second by Budmen.

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

Final Resolution: Motion Carried

- Reckhow and Budmen were invited to LCSD for a presentation which included a representative from Micron. Discussion followed.
- Reckhow and Budmen updated the board on their recent presentation, along with Joellyn Murry and Katie Jensen, of the 'Pool Pass Student Library Card at the annual NYLA Conference.

5. OCPL Report: No report

6. Trustee Advisory Council: No update

## G. ITEMS FOR ACTION AND DISCUSSION

### 1. Personnel Changes

#### **PROMOTION**

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Osmanovic, Edina	Librarian I	\$25.28 p/h	11/21/2022

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

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

Final Resolution: Motion Carried

### 2. Patron Code of Conduct Policy for First Reading

Motion to approve the patron code of conduct policy for first reading by Hluchyj second by Baker.

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

Final Resolution: Motion Carried

## H. EXECUTIVE SESSION –

Gouger stated the need for an executive session to discuss a legal matter with no action to follow. Budmen made a motion and Hewitt seconded to move into executive session at 7:39 p.m. for the previously stated matter.

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

Final Resolution: Motion Carried

Budmen made a motion to return from executive session at 7:58 p.m., seconded by Hewitt.

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

Final Resolution: Motion Carried

### 3. Management Agreement effective July 1, 2022, through June 30, 2023

Gouger made a motion to rescind the motion made at the October meeting accepting the management agreement. Hewitt seconded the motion.

Aye: Gouger, Baker, Budmen, Hewitt, Hluchyj, McLaughlin.  
Final Resolution: Motion carried.

Hluchyj made a motion to accept the management agreement with the following stipulation as regards item number one; increase the base salary of the person employed as Director from July 1, 2022 until retirement by 3% including payout, and increase the base salary of the Assistant Director, the Administrative Assistant, and the Administrative Aide by 3% effective July 1, 2022. Items two through five are accepted as presented. Motion seconded by Budmen.

Aye: Gouger, Baker, Budmen, Hewitt, Hluchyj, McLaughlin.  
Final Resolution: Motion carried.

I. OPEN FORUM: none

J. BOARD FORUM: Budmen thanked the board for participating in the haunted garage. Budmen then gave a brief update on the Bresnahan Book Award which will be held in Spring 2023.

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K. ADJOURNMENT: The meeting was adjourned at 8:09 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board