

LIVERPOOL PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
September 5, 2001

Trustees present: Fulmer, Ward, Dunstone, Spadafore and Spado. Alessio arrived at 7:30 pm.

Excused: Berryhill.

Staff: Nottingham, Director, and Morgan, Clerk to the Board.

Others: staff

**Regular Meeting**

*Call to order*

President Fulmer called the meeting to order at 7:00 p.m.

Salutation to the United States Flag

Correspondence folder was circulated among the Board for its review.

*Open Forum*

Dailey reported that the "Book Sale Down Under" is the weekend of September 7, 2001.

*Consent Agenda*

Approval of August 1, 2001, Regular Board Meeting Minutes

Approval of Monthly Bills for 8/2/01, 8/9/01, 8/16/01, 8/23/01, and 8/29/01

Spado moved and Ward seconded to approve the items under Consent Agenda. All were in favor.

*Reports to the Board*

Treasurer's report

No new report.

President's report

Fulmer acknowledged the great work the staff is doing with producing library promotional material.

Director's report

- Nottingham presented a slide show on the overwhelming attendance at a children's Magic Show program that was held at the library in August.

- Morgan presented preliminary information on credit cards regarding usage, fees and lease agreements.

- Dunstone explained the equalization tax rates in the Towns of Salina and Clay

- NYLA program

- Annual Staff Awards will be held at the library on September 20, 2001

- monthly statistical report for August showing increases in circulation and reference

- Jeff Stanton, technology consultant faculty member from the SU School of Information Studies will conduct a free consultation to assess technology for the library.

-the four libraries in the northern part of the county have agreed to continue partnerships as a way of better serving all of our patrons. Their name will be the North Area Libraries Alliance.

### OCPL & Advisory Board

- Ward reported that the Board has given its budget to the County Legislator.
- Morgan was invited to speak to the OCPL Board on August 15.
- the next Advisory Board Meeting will be September 11 in East Syracuse.

### ALA Conference report

- Dailey presented a report on her attendance at the ALA pre-conference on the Ironwood Branch Library of the Richmond Public Library in British Columbia and the consultation meeting that was held with Kate McNeely, Assistant Director.
- R. Frederick presented a slide show on her visit to the Ironwood Branch Library on August 21, 2001.

### *Items for discussion and action*

#### Second reading of ALA's Code of Ethics Policy

Spado moved and Dunstone seconded to approve for second reading and final adoption ALA's Code of Ethics Policy.

On the motion: 6 ayes, 0 nays; motion carried

#### Fund balance proposal

- Spado moved and Ward seconded to create informal reserve funds, as the Board did last year, for projecting responsible financial management (see attached). The Board discussed the justification of how these funds would be used.

On the motion: 6 ayes, 0 nays; motion carried.

The Board was presented with a list of projects recommended by Nottingham for current approval. The Board discussed the justification for each project.

#### - Second floor carpeting \$32,000

Spadafore moved and Ward seconded to approve replacing and installing new carpet on the second floor of the library.

On the motion: 6 ayes, 0 nays; motion carried

#### - Computer applications training \$10,000

Spado moved and Ward seconded to approve the training of staff on software applications available on staff and public computers.

On the motion: 6 ayes, 0 nays; motion carried

#### - Signage \$1500

Ward moved and Dunstone seconded to approve interior acrylic identification signage.

On the motion: 6 ayes, 0 nays; motion carried

#### - Portable defibrillator \$4400

Ward moved and Alessio seconded to approve the cost of a unit and training for 16 staff members.

On the motion: 6 ayes, 0 nays; motion carried

#### - Ergonomic devices in circulation workroom \$2500

Spadafore moved and Spado seconded to approve book return bins, self-help book trucks, stationary bar code reader, book truck and phone console headset.

On the motion: 6 ayes, 0 nays; motion carried

#### - Additional ibooks

Ward moved and Dunstone seconded to approve ibooks for staff (6), trustees (7), and the Director (1). Discussion followed pertaining to the ibooks for trustees.

On the motion: 5 ayes, 1 nays (Spadafore); motion carried

#### Business consultant

Nottingham requested the Board create a part-time temporary Administrative Assistant position and fill the position by hiring Rosemary Merritt. This would enable the library to continue the

partnership with Baldwinsville, Salina Free, and the three libraries of the northern Onondaga Public Library.

Ward moved and Spadafore seconded to approve creating this position and hiring Rosemary Merritt to fill the position.

On the motion: 6 ayes, 0 nays; motion carried

#### *Building update*

Meetings have begun with Clough Harbour. Andy Pappalardo, our CHA point person, will attend the October board meeting to provide a status report.

At the October meeting, the Board will endorse the 2001 building plan as a working document.

#### *Board Forum*

Ward reported that the Village Board will meet on September 17 with discussion on the future of Onondaga Park.

#### *Executive Session*

President Fulmer stated that the Board has need to enter into executive session for the purpose of discussing union negotiations with possible action to follow.

Ward moved and Spadafore seconded to enter into executive session for the purpose stated by Fulmer. All were in favor. An executive session was declared at 8:45 pm

Ward moved and Spadafore seconded the Board return from executive session at 9:12 p.m. All were in favor.

#### Action

Ward moved and Spadafore seconded that Sunday compensation be fully executed when Nottingham is in receipt of full documentation pertaining to this issue.

On the motion: 6 ayes, 0 nays; motion carried

Per a sidebar agreement between CSEA and the Liverpool Library, full and part time Librarians, Librarian Assistants & Library Clerks who are required or volunteer to work on a Sunday will be entitled to the following:

When an employee works a Sunday shift, 5 hours, such employee will be entitled to either 7 hours of pay at their regular hourly rate of pay **or** 7 hours of compensatory time. (Per Article 9.3 of the current union contract, compensatory time balance may not exceed 21 hours).

Spado moved and Alessio seconded that the meeting be adjourned. All were in favor.

#### *Adjournment*

Fulmer adjourned the meeting at 9:13 pm

Respectfully submitted,



Dorothy Morgan  
Clerk to the Board of Trustees

**Next Regular Board Meeting: Wednesday, October 3, 2001 at 7:00 pm**