

LIVERPOOL PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
September 1, 2004

Trustees present: Fulmer, Ward, Spadafore, and Spado.

Excused: Alessio, Dunstone, Berryhill

Staff: Dailey, 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 circulated amongst the Board.

*Staff Reports*

Sprague

- News clippings were passed to the Board for review
- Used Book Sale - September 18 and 19, 2004.
- Independent Film Series begins September 26, 2004.
- Staff Merit and Performance Award Ceremony - September 21, 2004 Board members invited.

*Agenda Changes*

Spado moved and Spadafore seconded to include additional items under Items for Discussion and Action as requested by President Fulmer:

- 1) Surplus items
- 2) Set mileage reimbursement

On the motion: 4 ayes, 0 nays; motion carried

*Consent Agenda*

Approval of August 4, 2004, Regular Board Meeting Minutes

Approval of Monthly Bills for August

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

*Reports to the Board*

No Treasurer's report

No President's report

Director's report

- Circulation was up 8% from last August. The self-check out machines accounted for 24% of that percentage.

### OCPL & Advisory Board

The next OCPL Advisory Board Meeting will be held at the Liverpool Public Library on Tuesday, September 14 at 7:00 pm.

### *Items for discussion and action*

#### Vehicle Use Policy for Second Reading

Spado moved and Ward seconded to approve the Vehicle Use policy for second reading and final adoption

On the motion: 4 ayes, 0 nays; motion carried

#### Surplus list

Spado moved and Spadafore seconded to approve the surplus items list (see attached).

On the motion: 4 ayes, 0 nays; motion carried

#### Mileage Reimbursement Rate

The Internal Revenue Service has announced the new mileage reimbursement rate for 2004 an increase to 37.5-cents-per-mile. According to Board policy mileage will be reimbursed at a rate approved by the Board annually.

Spadafore moved and Ward seconded to approve the new mileage reimbursement rate of .375 effective for the 2004-2005-budget year.

On the motion: 4 ayes, 0

nays; motion carried

#### Use of Fund Balance and Interior Improvements

The Board discussed the fund balance use for facility improvements. Spadafore asked if the fund could be used to meet any clerical personnel needs in the 2005/ 06 budget. The Board received draft copies of an Interior Improvement Plan that identified needs for the library. Dailey will submit a detailed list of costs attached to the plan for future Board consideration.

#### Facility Improvement Plan update

- Digital video recorder for security cameras.

Dailey received a letter from Mark Grobosky, the library's attorney that addressed the concerns of the security cameras and the retention of tapes. Upon Grobosky's recommendation that the Board adopt a Retention Policy, Dailey submitted draft wording for First Reading:

"Images from the library's security cameras are stored digitally on hardware in the library. These images are retained by the library for two weeks.

Typically the images are not reviewed. If an incident comes to the attention of the library director the retained images can be reviewed and saved for as long as necessary".

Spado moved and Spadafore seconded to approve the policy for First Reading. Dailey will present a Second Reading for the October Board Meeting.

On the motion: 4 ayes, 0 nays; motion carried.

- Patio front and sidewalk update

Dailey is expecting more quotes for replacing the area that is blue stone near the front main entrance walkway where the stone is damaged and the repair of cracked sidewalk.

- Status of Request for Proposals for HVAC consultants

Request for Proposals were mailed to Airside Technology Corporation, Clough Harbour & Associates, LLP, and Palucci Engineering, P.C. No written response was received, however Andy Pappalardo from Clough Harbour and a mechanical engineer spoke to Dailey about the status of the heating and cooling concerns for the library. Discussion followed. The Board was in agreement that bids should go out for the needed incremental units.

- Security lighting update

Dailey is expecting more quotes for additional lighting for the garage, outside perimeter along the Tulip Street entrance, and additional lighting for the lobby. In the meantime, Dailey is working on applying to the State of New York for its EnergySmart Program that provides energy-related technical and financial packaging assistance to businesses and institutions.

- Preliminary 2005/2006 Budget/Personnel

Factors for 05/06 include a new CSEA Union Contract. Other factors are a potential 15% increase in health benefits and a \$190,000 bill for retirement. The Personnel portion of the budget will be discussed in a Labor/Management Meeting in September. Dailey addressed Spadafore's suggestion about adding additional clerical staff. Discussion followed regarding other personnel needs.

*Open Forum*

The Board acknowledged Joe Pietricola's birthday. Pietricola is the library's part-time security guard.

*Board Forum*

The Village and the Liverpool Public Library will be participating in a special commemoration of the third anniversary of the September 11 terrorist attacks "The September Project," a nationwide remembrance of the day.

*Adjournment*

Spado moved and Ward seconded the Board adjourn the meeting. All were in favor. Fulmer adjourned the meeting at 7:30 pm

Respectfully submitted,

A handwritten signature in black ink that reads "Dorothy Morgan". The signature is written in a cursive, flowing style.

Dorothy Morgan  
Clerk to the Board of Trustees

**Next Regular Board Meeting: Wednesday, October 6, 2004, at 7:00 p.m.**