

MINUTES
PUBLIC INFORMATION MEETING
REGULAR MEETING OF THE
LIVERPOOL PUBLIC LIBRARY BOARD OF TRUSTEES
April 4, 2007

Trustees present: Alessio, Spadafore, Spado, Fulmer, Welcher and Dodge.

Excused: Dunstone

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

Others: staff

Public Information Meeting

President Alessio called the meeting to order at 6:30 pm. The purpose of the meeting was to hear public comment from the Liverpool Central School District Community on the library's operating budget for fiscal year 2007-2008. No one from the public was in attendance. No comments were received from the staff. Alessio adjourned the meeting at 6:35 pm.

Regular Meeting

A. Call to order

President Alessio called the regular meeting to order at 6:37 pm.

B. Salutation to the United States Flag.

C. Correspondence

There was no correspondence folder.

D. Staff Reports.

- Sprague reminded the trustees that National Library Week will be held during the week of April 15th.

E. Agenda Changes

Alessio stated the need for an executive session after Board Forum to discuss a personnel matter with no action to follow. Welcher made a motion and Spadafore seconded to change the agenda to include an executive session for the purpose stated by Alessio. All were in favor.

F. Consent Agenda

1. Approval of March 14, 2007, Regular Board Meeting Minutes.
2. Approval of monthly bills for March.

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

G. Reports to the Board

G.1. Treasurer's report

The Board received copies of the March 2007, Expenditure and Revenue report from Morgan. In Dunstone's absence, Dailey reported on the library's financial status.

G.2. President's report

No report.

G.3. Director's report

Dailey reported that the letter written to Ms. Matousek, Superintendent for the Liverpool School District was forwarded by Matousek to the school district's attorney.

The Board received copies of a letter from Joyce Latham, OCPL Executive Director, in response to the letter written by the Board regarding the County's Integrated Library System Steering Committee. Discussion followed.

Dailey reported that at a recent Onondaga County Suburban Libraries meeting (formerly the Member Library Directors Association) there was a motion made that when OCPL seeks representation for committees they should go through the member library's association president and that group will nominate and vote on who they want represented on the various committees. Dailey will write a letter on behalf of the Liverpool Public Library Board to Joyce Latham noting the Board's endorsement of the motion made by the member library directors at the April 3, 2007 OCSL meeting.

G.4. OCPL/Advisory Council report

No report. Dodge may be able to attend the April 10 OCPL Advisory Council Meeting.

H. Items for discussion and action

H.1. Report from Paul Kirk on the garage columns, roof project involving asbestos removal, status on the insulation project, and schedule

- Paul Kirk, Superintendent from Bovis Lend Lease LMB, Inc. reported that the specifications from CME Associates, Inc. showed that the shotcrete compressive strength test average results passed the required column strength at the 56-day break. A report will be forthcoming. Patterson Stevens will be back to pave around the columns.
- Dormer drawings were reviewed. The roof project will involve a dormer installed on the roof above the Tulip Street entrance to help channel the water away from the steps.
- Kirk proceeded to discuss the abatement procedure process necessary to remove 1,450 SF of asbestos roof flashings. The asbestos abatement contractor is Seabird Environmental located in Mexico, NY. The asbestos project monitor is ENSR Corporation located in East Syracuse, NY. There was a recommendation that the Board may want to consider closing the library from 9 am – 12 pm for three days while the asbestos removal is going on. The contractors will start the work at 5 am. The asbestos abatement project notices will be posted on Friday, April 6, 2007 as required. Two meetings are planned on April 5th to discuss the asbestos removal process to the staff.
- Insulation project will soon be complete.
- Welch construction master schedule for roof replacement was discussed.

Dodge made a motion seconded by Welcher to close the library from 9:00 am to 12:00 pm for a few mornings the last week of April at the discretion of the Director for the asbestos abatement.

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

H.2. Public Information Comments

No comments.

H.3. Update on handicapped accessibility project (doors)

Dailey gave an update on the matching Community Development Grant obtained by the Village of Liverpool. The Village is in the process of writing the bid documents.

Specifications and drawings for the handicapped accessible doors for the library's main entrances have been provided to the Village by the library's architect, Ashley McGraw. Drawings of the doors were available for Board review.

Marlene Ward, Village mayor, will be attending the May Board meeting to outline the entire handicapped accessible streetscape project that the library is part of.

The library's public entrance in the garage is not part of the Community Development Grant. However, it can be included in the Village bid documents as an add alternate. It would be paid for by the library.

Welcher made a motion and Spado seconded that the expenditure of not more than \$10,000 be approved for the installation of a new handicap accessible door in the library's garage. Marlene Ward, Village Mayor will be attending the May Board Meeting.

On the motion: 6 ayes, 0 nay; motion passed

H.4. Policies for Second Reading: Credit Cards, Emergencies in the Library, and Exhibit Spaces and Bulletin Boards.

- Welcher moved and Spadafore seconded to approve the second reading of the Credit Card policy. Morgan will look into a reward program for using the credit card.

On the motion: 6 ayes, 0 nay; motion passed. Policy was approved for final adoption.

- Spado moved and Dodge seconded to approve the second reading of the Emergencies in the Library policy.

On the motion: 6 ayes, 0 nay; motion passed. Policy was approved for final adoption.

- Welcher moved and Spadafore seconded to approve the second reading of the Exhibit Spaces and Bulletin Boards policy.

On the motion: 6 ayes, 0 nay; motion passed. Policy was approved for final adoption.

H.5. Policies for First Reading: Staff Development and Conference Attendance, Freedom of Information FOIL, Mission Statement

- Spadafore moved and Dodge seconded to approve the Staff Development and Conference Attendance policy for First Reading. There was an inquiry as to what CONUS meant which is Continental United States. The procedures will be reviewed in May.

On the motion: 6 ayes, 0 nay; motion passed.

- Dodge moved and Spadafore seconded to approve the Freedom of Information FOIL policy for First Reading.

On the motion: 6 ayes, 0 nay; motion passed.

- Welcher moved and Spadafore seconded to approve the Mission Statement for First Reading.

On the motion: 6 ayes, 0 nay; motion passed.

I. Open Forum

No comments.

J. Board Forum

- Welcher asked about the expenditure to Dan Moore for work he has done on the BookPaws project.

- Spado commented on the outstanding work done on the Annual Report. The Board agreed unanimously.
- Welcher mentioned how she read about the Brooklyn Public Library partnering with Netflix to deliver DVDs to library patrons via mail.
- Spadafore mentioned the visit he and Al Stirpe had at the library. Dailey conducted a tour of the library.
- Alessio asked how the laptop computers are working out for the Board. Connection and scanning problems were discussed. Discussion followed regarding the justification and the essential use of these computers in preparation of documents for Board meetings and Board email information and correspondence.
- Spado asked about the PR plan for getting out the budget vote. The Friends of the Library will be provided with a telephone script for their calls to members. The library is doing the publications. Postcards will be mailed.
- Dodge thanked the staff and trustees for signing his trustee petition.
- Fulmer asked if the library would be interested in bringing in a display owned by the New York Press Association that could be available in the Fall. The theme is Drunk Driving. Dailey will look into this.

K. Executive Session

President Alessio stated the need to enter into executive session for the purpose of a personnel matter with no action to follow. Spadafore moved and Spado seconded to enter into executive session for the purpose stated by Alessio. Alessio declared an executive session at 7:46 pm.

Motion to leave executive session was made by Spado and seconded by Fulmer. All were in favor.

L. Adjournment

Dodge moved and Welcher seconded to adjourn the meeting. All were in favor. Alessio adjourned the meeting at 8:20 pm

Respectfully submitted,

A handwritten signature in cursive script that reads "Dorothy Morgan". The signature is written in black ink and is positioned above the printed name and title.

Dorothy Morgan
Clerk to the Board of Trustees

PUBLIC HEARING: May 2 at 6:30 pm. Board Meeting to follow.