

**MINUTES
REGULAR MEETING OF THE
LIVERPOOL PUBLIC LIBRARY
SEPTEMBER 2, 2009**

Trustees present: Spadafore, Alessio, Dunstone, Dodge, and Scavone

Excused: Spado

Staff: Polly, Director and Morgan, Clerk to the Board

Others: Staff, M. Toscano, President of the Friends of the Library, Marlene Ward and Mike Burg guests.

REGULAR MEETING

A. Call to order

President Spadafore called the regular meeting to order at 6:30 pm.

B. Salute to the United States Flag.

C. Correspondence circulated amongst the Board.

D. Agenda Changes

Spadafore announced two agenda changes:

- To include introducing Mike Burg to the Board
- An Executive Session to discuss the trustee vacancy with action to follow. Both changes to be held after the Consent Agenda.

Scavone made a motion to approve the Agenda Changes as presented by Spadafore and Dunstone seconded. All were in favor.

E. CONSENT AGENDA

1. Approval of August 6, 2009 Regular Board Meeting Minutes

2. Approval of Monthly Bills for August.

Scavone moved and Dunstone seconded to approve the Consent Agenda. All were in favor.

The Board was introduced to Mike Burg, recalled back to the library as a part-time guard.

EXECUTIVE SESSION: Dodge made a motion; Scavone seconded to enter into an Executive Session for the purpose stated by Spadafore to discuss the trustee vacancy with action to follow. All were in favor. The Board entered into an Executive Session at 6:35 pm.

Dunstone made a motion and Dodge seconded to return from Executive Session at 6:41 pm.

Alessio made a motion and Scavone seconded to appoint Marlene Ward to fill the unexpired term of office until 2010. The Oath of Office was administered to Ward by Spadafore. Ward took a seat at the Board table for the remainder of the meeting.

F. REPORTS TO THE BOARD

1. Friends report:

On behalf of the Friends of the Liverpool Library, President Toscano reported on the status of the Used Book Sale. There will be over 52,000 books available at the Sale.

2. Staff report: Sprague

- During September National Library Card Sign-Up month the library is running a promotion of local businesses participating in the Liverpool Public Library Value Card Campaign.
- The Friends are paying for an annual 200-copy subscription to Book Page, a monthly newspaper containing new book reviews and author interviews that will be distributed free to our patrons.

3. Treasurer's report.

The Board received copies of the August 20, 2009 Expenditure and Revenue Reports. Dunstone reported on the library's financial status.

4. President's report

Spadafore reported having a preliminary discussion with Polly and Fensterer of doing a feasibility study on webcasting our Board Meetings. The purpose would be for archival as well as transparency purposes. Discussion followed on the pros and cons of implementing this. Spadafore requested that the staff explore this idea further.

5. Director's report: In addition to the written report

- Summer Fine Amnesty final numbers.
- Polly and Hewitt went to the Syracuse University Maxwell School's Community Link student/project reception. The library's parking study proposal was one of 45 selected for this semester's students. A Community Link student will be chosen to do this study.
- Fire Inspection Report passed with no mandated changes. The Fire Marshall had one suggestion of installing a sidewalk at the base of the rear entrance stairs by the parking garage entrance for ease of exit from building in the event of an emergency.
- Forum on Library Funding information was noted. The idea of the forum is to present information on how library boards could set up special district libraries or school district libraries. The State Librarian will also be there.
- Flu Clinic will not be held at the library due to contract language and additional needed insurance coverage.
- Because of inventory reports on the number of DVD feature films that are missing from the library's collection and not being returned, Polly is considering leasing a Media Bank Kiosk from Libramation, a company that specializes in library solutions. It is a self-charging unit that allows patrons to browse the library's media collections, select the items of choice, check-out their selections, and receive a receipt. A lease agreement will be emailed to the Board for its review. The Board was in agreement that Polly should move ahead with this. The Board also suggested that Polly discuss the missing DVDs with the new guard.

6. OCPL/Advisory Board Meeting

No report.

G. Items for Discussion and Action

1. Policies for Second Reading: Workplace Violence Prevention

Dodge made a motion, seconded by Dunstone to approve the policy for second reading and final adoption. All were in favor.

2. Policy for First Reading: Patron Code of Conduct

Polly explained how this policy is used as a necessary tool to keep order in the library. Dunstone made a motion, seconded by Ward to approve the Patron Code of Conduct policy for first reading. Suggestions by the staff will continue to be added to the policy between the First and Second Readings. All were in favor.

3. Intent To Prosecute Letter

Chief Becker from the Liverpool Police Department recommended that this letter be written and kept on file with the police department. Discussion followed. The letter will be reviewed annually at the Reorganizational Meeting. Dodge made a motion; seconded by Scavone to approve the Intent To Prosecute Letter. All were in favor.

H. Open Forum

No report.

I. Board Forum

No report.

J. Adjournment

Ward moved and Dunstone seconded to adjourn the meeting. Spadafore adjourned the meeting at 7:41 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dorothy Morgan".

Dorothy Morgan
Clerk to the Board of Trustees

REGULAR MEETING OCTOBER 7, 2009.