

LIVERPOOL PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
October 1, 2003

Trustees present: Fulmer, Alessio, Dunstone, Spado, and Berryhill.

Excused: Ward and Spadafore.

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

Staff Reports

Sprague

- Veterans Appreciation Program, Sunday, November 9 at 2:00 pm.
- Concerned Citizens Committee focus on the budget vote 2004, Thursday, October 9 at 6:30 pm.
- Library Awards Ceremony, Thursday, October 9 at 3:30 pm
- New evening learning series: Monday Night at the Library presents Buying and Selling on E-Bay, October 20 and 23.
- Liverpool Public Library is part of a Village wide Halloween celebration being held October 24 & 25

Consent Agenda

Approval of September 3, 2003, Regular Board Meeting Minutes

Approval of Monthly Bills for September

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

Reports to the Board

Treasurer's report

Dunstone reported on the library's financial status. A June 30, 2003, Revenue and Expenditure Report was received from the Liverpool Central School District.

Dunstone gave an explanation of the tax levy on the Towns of Salina and Clay as well as how the State Equalization Rate changed the library tax imposed. Dunstone pointed out that this has happened before and it's beyond the library's control. For 2003-04:

- Town of Salina the tax rate went down .4 cents
- Town of Clay went up .54 cents

The New York State Comptrollers Office conducted a Risk Assessment Pre-Audit on the library's computer and electronic equipment. The audit was triggered as a result of a citizen's complaint. Dunstone estimated that between the library's staff and the school

district's staff an estimated \$5000 worth of expense was incurred. Although the final report has not been received, the auditors felt the library was in accordance with state standards and that the library met if not exceeded their expectations. The Board acknowledged the support the library's business office received from the Liverpool Central School District.

President's report

Fulmer informed the Board that the annual Director's performance evaluation would be scheduled for the November Board Meeting and conducted in Executive Session.

Director's report

- A meeting has been set up later in October between Janice Matousek, Liverpool Central School District's Superintendent, to discuss the issue of the library's next operating budget vote being held at the same time as the school district's annual vote.
- Book Sale Report – sales of \$9,700 – after expenses over \$8,000. In addition, donated books valued at \$5,685 were added to the library's collection this year.
- Plans are being finalized for the Special Board meeting on October 28 at the Carnegie Café from 4-7 pm. Its focus will be long-range plans.
- Name tags are now being worn by the library staff
- The library will be replacing the carpet in the Carman Community Room. The library's insurance company pointed out that the worn and in some places torn carpet is a safety hazard. The pricing and installation are state contract priced. Dailey received quotes for the rest of the first floor carpet, which will also need to be replaced. When the library begins budget planning for 04-05, new first floor carpeting will be considered.

OCPL & Advisory Board

- Ted Sullivan, President of the OCPL Board, has begun communicating directly with member library directors on its list serve.
- Last reference checks on the final candidate for Deputy Director have been done.
- OCPL Board has hired a consultant and is having the Barrow paintings and frames appraised

Items for discussion and action

Policies for review and First Reading:

* Fax Policy: the library no longer does any public faxing. Berryhill moved and Alessio seconded to abolish the Board policy on faxing.

On the motion: 5 ayes, 0 nays; motion carried

* Adopting New Board Policies

Spado moved and Dunstone seconded to approve the policy for First Reading. The policy had last been adopted in 1993.

On the motion: 5 ayes, 0 nays; motion carried

* Circulation Policies

Dunstone moved and Alessio seconded to approve the policy for First Reading with the recommended changes. The policy had last been adopted in 2000.

On the motion: 5 ayes, 0 nays; motion carried

* Copy Machine & Copy Right Law Policies

Alessio moved and Dunstone seconded to approve the policy for First Reading with the recommended changes. The policy had last been adopted in 2000.

On the motion: 5 ayes, 0 nays; motion carried

Open Forum

Fulmer mentioned she had received a comment from a member of the public who was pleased that the library was starting to charge for printing.

Adjournment

Alessio moved and Dunstone seconded the Board adjourn the meeting. All were in favor. Fulmer adjourned the meeting at 7:40 p.m.

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, November 5, 2003, at 7:00 p.m.