

**MINUTES
REORGANIZATIONAL/REGULAR MEETING
LIVERPOOL PUBLIC LIBRARY
JULY 6, 2011**

**Trustees present: Spadafore, Alessio, Spado, Dunstone, Dodge, Scavone, and Ward.
Staff: Polly, Director and Morgan, Clerk to the Board
Others: Staff, M. Toscano, President of the Friends of the Library**

REORGANIZATION MEETING

A. CALL TO ORDER: Spadafore called the meeting to order at 6:30 pm.

B. SALUTE TO THE FLAG

C. OATH OF OFFICE: Spadafore administered the Oath of Office to re-elected George Alessio and Larry Dunstone. Their term is July 1, 2011 through June 30, 2016. Each of the trustees signed an oath of office for the beginning of the new term. They were notarized and will be mailed to the Onondaga County Clerk's office.

D. ELECTION OF OFFICERS: Representing the nominating committee, Scavone and Spado presented the slate of officers and appointments for 2010-2011: Spadafore as President; Alessio, Vice-President; Spado, Secretary of the Board. Scavone made a motion and Dodge seconded to approve the slate of officers for 2011-2012 as stated. All were in favor.

E. APPOINTMENTS

Financial Advisor: Larry Dunstone

Clerk to the Board: Dorothy Morgan

Treasurer: Carol-Anne Mathews

Internal auditor: Sherry Chaar

Official newspaper: The Post Standard

Attorney: Michael Tremont of Costello, Cooney & Fearon, LLP for labor relations, employment matters, and legal counsel.

Records Access Officer/FOIL Officer: Yvette Hewitt

Records Retention Officer: Martha Hopper

Ward moved and Spado seconded to accept the appointments as stated.

On the motion: 6 ayes, 0 nays, 1 abstention (Dunstone)

F. ADOPT ANNUAL CALENDAR

Spado moved and Scavone seconded to adopt the annual calendar as submitted. All were in favor.

G. DESIGNATE MEETING DAYS:

Ward moved and Dodge seconded to keep the meetings set at 6:30 p.m. on the first Wednesday of every month. All were in favor.

H. SET PETTY CASH-ON-HAND AMOUNT

Ward moved and Scavone seconded to set the petty cash-on-hand amount at \$100.00. All were in favor.

I. SET MILEAGE REIMBURSEMENT RATE:

Dunstone moved and Ward seconded to set the mileage reimbursement at 51 cents established by the Internal Revenue Service. The rate change was effective 01/01/2011.

The Internal Revenue Service announced an increase in the optional standard mileage rates for the final six months of 2011. The rate increased to 55.5 cents a mile for all business miles driven from July 1, 2011, through Dec. 31, 2011. In recognition of recent gasoline price increases, the IRS made this special adjustment for the final months of 2011. The IRS normally updates the mileage rates once a year in the fall for the next calendar year. Dunstone amended the motion to set the mileage reimbursement rate to 55.5 cents as established by the IRS. Ward seconded. All were in favor.

J. APPROVAL OF CHASE AND KEY BANK:

Spado moved and Scavone seconded to approve Chase Bank as a depository as well as Key Bank for library funds, and to appoint Carol-Anne Mathews, Treasurer of the Liverpool Central School District or Dorothy Morgan, Library Business Manager, as authorized signatures on the bank accounts at Chase and Key Bank. All were in favor.

K. APPROVAL OF SALARY SCHEDULE:

Dunstone made a motion and Ward seconded to approve the salary schedule as submitted. All were in favor.

L. ANNUAL CONFLICT OF INTEREST POLICY:

The Trustee and Administrator Policy Affirmation and Disclosure Statements were signed by the trustees and administrators Polly and Morgan.

M. ADJOURNMENT: Dunstone moved and Spado seconded to close the Reorganization Meeting. All were in favor. Spadafore closed the Reorganization meeting at 6:40 p.m.

REGULAR MEETING

A. CALL TO ORDER

Spadafore called the regular meeting to order at 6:40 pm.

B. CORRESPONDENCE: the trustees received two petitions from CSEA that circulated amongst the Board.

C. AGENDA CHANGES

No changes.

D. CONSENT AGENDA

1. Approval of June 1, 2011 Regular Board Meeting Minutes
2. Approval of Monthly Bills for June.

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

E. REPORTS TO THE BOARD

1. Friends report - M. Toscano:

The Friends' membership dinner went very well. The Friends' fundraiser raffle for the Adirondack chair raised \$350.00.

2. Treasurer's report.

The Board received copies of the June 27, 2011, Expenditure and Revenue Reports. Dunstone reported on the library's financial status.

4. President's report

- Spadafore responded to the petition that was circulated amongst the Board. He explained that the request for the specific scheduled closings were part of contract negotiations and that the petition was for information only and no action was required.

- Spadafore received a call from Don Cook, President of the LCSD Board of Education asking for a meeting with him, Dr. Johns, and Polly to explore a legal matter pertaining to the library building.

5. Director's report – Polly:

- New summer program brochure circulated amongst the Board.

- The Board received copies of the Liverpool Central School District's Five-Year Capital Facilities Plan to review. It will be discussed at the August Board Meeting.

6. OCPL/Advisory Board Meeting: Dodge reported on the OCPL Board Meeting.

F. ITEMS FOR DISCUSSION AND ACTION

1. Approval of Sister Library Initiative

Polly explained The Sister Library Program an initiative of the American Library Association.

Scavone made a motion and Spado seconded that the Board authorize the director to form a partnership between Starfish International Library and the Liverpool Public Library by signing a Letter of Intent that would formalize a specific agreement of collaboration.

Dunstone commented that perhaps other national/international organizations like Rotary Clubs may wish to get involved in similar community opportunities.

2. Approval of general contractor's bid for new windows for the library

The Liverpool Public Library was awarded a Public Library Construction Grant to be used for the replacement of windows. Additionally, the Liverpool Public Library Board of Trustees agreed to match the grant with \$50,000. Bids for the project were opened on June 29, 2011. Morgan attended the bid opening to represent the library. The bids included a base bid for window replacement in the Carman Community Room, and one alternate that includes the amount to be added to the base bid to include replacement of all the windows in the library. The bids received were reviewed by Frank O'Brien of Alesia & Crewell Architects. He determined that the low bid submitted by JD Taylor Construction to be acceptable and within budget. Based on his information, Polly recommended that the bid for window replacement at Liverpool Public Library be accepted and approved by the Board of Trustees.

Spado made a motion and Ward seconded to accept and approve the bid from JD Taylor Construction in the amount of \$99,300, as the lowest, responsible, qualified bidder meeting the specifications. All were in favor.

The next step will be the awarding of the project to JD Taylor Construction by the Liverpool Central School District's Board of Education at its July 12, 2011 Board Meeting.

G. OPEN FORUM: Napier, CSEA Union President explained the reason for the signed petition from staff requesting the scheduled closings.

H. BOARD FORUM: Ward was contacted by someone from the Foreign Exchange Student Program. She asked if any trustee was interesting in, or knew of anyone interested in hosting a foreign student.

I. EXECUTIVE SESSION

Spadafore stated the need for an executive session to discuss a personnel matter relating to the director's evaluation. The executive session would reconvene at a meeting room in Cafe at 407 in Liverpool. Spado made a motion and Ward seconded to conduct an executive session for the purpose stated by Alessio at Cafe at 407 in Liverpool with no action to follow. All were in favor. Polly and Morgan were excused.

Spadafore declared an executive session at 7:15 p.m.

Scavone made a motion and Dodge seconded to return from executive session and adjourn the meeting. All were in favor.

J. ADJOURNMENT

Spadafore adjourned the meeting at 8:15 p.m.

Respectfully submitted,

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

Dorothy Morgan
Clerk to the Board of Trustees

REGULAR MEETING AUGUST 3, 2011