

**REGULAR MEETING MINUTES
LIVERPOOL PUBLIC LIBRARY
DECEMBER 7, 2011**

Trustees present: Alessio, Dunstone, Dodge, Scavone, and Ward.

Excused: Spadafore and Spado.

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

Others: Staff, P. Swanson, President of the Friends of the Library.

REGULAR MEETING

A. CALL TO ORDER

In Spadafore's absence, Vice-President Alessio called the regular meeting to order at 6:35 pm.

B. SALUTE TO THE FLAG

C. CORRESPONDENCE: No Correspondence.

D. AGENDA CHANGES: Alessio requested an agenda change to include an Executive Session requested by Dunstone for a personnel/legal matter with no action to follow to be conducted after Board Forum. Dunstone made a motion to approve the agenda change and Ward seconded the motion. All were in favor.

E. CONSENT AGENDA

1. Approval of November 2, 2011 Regular Board Meeting Minutes
2. Approval of Monthly Bills for November
3. Transfers

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

F. REPORTS TO THE BOARD

1. New part-time appointment: Polly introduced the library's new part-time Personnel Aide Nancy Marcellus.

2. Staff report: M. Hopper and N. Marcellus demonstrated PeopleWhere, the web-based online personnel management software that the library will be using starting in January. The software will streamline staff scheduling and automate sick/personal/vacation requests, in addition to other benefits.

3. Friends report - P. Swanson:

- Holiday Extravaganza went very well.

- Arts Alive Concert on December 4 featured David Baker Sings Here's to the Guys. It was very well attended with over 150 people in the CCR and the lobby.

- On behalf of the Friends' Board, Swanson wished the Library Board and staff a very Merry Christmas.

2. Treasurer's report: Larry Dunstone

The Board received copies of the November 30, 2011 Expenditure and Revenue Reports. Dunstone reported on the library's financial status.

4. President's report: No report.

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

- the library's lobby has been decorated with beautiful holiday wreaths that are for sale from Chris' Florist. The wreaths on the outside of the library building were donated to the library by Chris' Florist a couple years ago.
- LED lighting in the lobby. The brighter and energy-saving lighting is welcoming and highlights the new furniture. The furniture was funded by the Friends, Bobbi Varney memorial donations, and from personal donations from the family.
- correspondence from the Interreligious Food Consortium thanking the library for coordinating the recent food drive at the Liverpool Library.
- the mitten tree, Toys for Tots, boxes of calendars for nursing homes, cell phones for the military, and other charitable collection initiatives in the library are doing very well.
- Polly circulated a photo she received from the library's sister library in the Gambia, West Africa, featuring some of the Starfish Girls.
- patrons are asking for library card key tags, which the library will be purchasing for distribution. Polly has been working with other member libraries who are interested, and with the vendor in negotiating bulk pricing.
- thank you to the Friends of the Library who are offering free coffee to public and staff in December.
- status on Cyber Insurance reported by Morgan and Dodge. The library received quotes for the coverage. No action was taken.

6. OCPL/Advisory Board Meeting

- Dodge reported on the November OCPL Board Meeting.

G. ITEMS FOR DISCUSSION AND ACTION

1. Policies for Second Reading and final adoption:

Withdrawal of Library Materials: Scavone made a motion and Dodge seconded to approve the policy for Second Reading and final adoption. All were in favor.

Policy on Volunteers: Dunstone made a motion and Scavone seconded to approve the policy for Second Reading and final adoption. All were in favor.

2. OCPL's Memo of Understanding:

The Board received copies of the draft Memo of Understanding (MOU) reflecting the major responsibilities and obligations of the Onondaga County Public Library System and its Member Libraries to each other. They also received a statement of purpose and a brief summary of the MOU with each library's estimated 2013 consortium membership charges. Dodge, also a member of the OCPL Board of Trustees, presented further information from the perspective of the OCPL Board. Polly requested that the Board review the materials received in preparation for a decision on the draft MOU in January.

3. Preliminary discussions on the 2012-2013 budget

The Board received copies of the past three years of operating budgets showing each budget approved as well as actual expenditures. Discussion followed. The Board will be presented with a preliminary draft budget for 2012-2013 at the January meeting.

H. OPEN FORUM: Napier commented on the interesting program held on November 12 by the Gambia group volunteers from Starfish International.

I. BOARD FORUM:

- Dodge inquired about an amount he saw on the bill list he was signing. It was paid to Bretford Furniture Company for the lobby furniture.
- Alessio commented on how nice the new windows looked. The library will be purchasing new solar shades for the first floor windows.

J. EXECUTIVE SESSION:

Dodge made a motion and Ward seconded to enter into an executive session for a personnel/legal matter with no action to follow. All were in favor.

Alessio declared an executive session at 8:05 pm.

Dodge made a motion and Scavone seconded to return from executive session at 8:38 p.m. and to adjourn the meeting. All were in favor.

K. ADJOURNMENT

Alessio adjourned the meeting at 8:38 p.m.

Respectfully submitted,

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

Dorothy Morgan
Clerk to the Board of Trustees