

**REGULAR MEETING MINUTES  
LIVERPOOL PUBLIC LIBRARY  
FEBRUARY 1, 2012**

**Trustees present: Spadafore, Alessio, Spado, Dunstone, Dodge, Scavone, and Ward.  
Staff: Polly, Director and Morgan, Clerk to the Board.  
Others: Staff, the Executive Board Members of the Friends of the Library: M. Toscano, President; P. Sprague, Incoming President; M. Cole, Secretary; B. O'Keefe, Treasurer.**

**REGULAR MEETING**

*A. CALL TO ORDER*

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

*B. SALUTE TO THE FLAG*

B. O'Keefe led the Board in the Salute to the Flag.

*C. CORRESPONDENCE:* no correspondence

*D. AGENDA CHANGES:* Spadafore requested an agenda change to include an executive session for a legal matter with no action to follow. The session to be held before Item E. All were in favor.

Ward made a motion and Spado seconded to enter into executive session for the purpose noted by Spadafore. All were in favor.

Spadafore called an executive session at 6:30 p.m.

Spado moved and Ward seconded to return from executive session at 7:05 p.m. and resume the regular meeting. All were in favor.

*E. CONSENT AGENDA*

1. Approval of January 4, 2012 Regular Board Meeting Minutes
2. Approval of Monthly Bills for January
3. Transfers

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

*F. REPORTS TO THE BOARD*

1. Friends report – M. Toscano:

Arts Alive Concert on Sunday, February 5 featuring the Society for New Music. A bake sale will be held in the lobby.

Toscano introduced the officers of the Friends to the Board.

2. Treasurer's report: Larry Dunstone

The Board received copies of the January 27, 2012 Expenditure and Revenue Reports. Dunstone reported on the library's financial status.

4. President's report: Spadafore asked for a moment of silence in memory of Bob Audley who passed on January 10. He was a former library Board member and an avid library patron.

5. Director's report:

- The library has been recertified for another year as a Passport Acceptance Agency.

-A mock up of the plaque that will hang in the lobby in honor of Bobbi Varney was shown to the Board. Varney was a Friend of the Library who passed away in 2011. The

new lobby furniture was purchased with donations made in memory of Varney. Polly will invite the Varney family to a small gathering at the March Board Meeting for the unveiling of the plaque.

- Polly, as directed by the Board in January, sought and received some affordable quotes for a Liverpool Library card/keytag combo set. Discussion followed regarding various costs and quantity.

Ward made a motion and Spado seconded to approve the purchase of card/keytags for the library. All were in favor.

- The CNY Bonsai Club holds an annual two-day exhibit in September at the library. The members asked if they could hold an auction in June part of their annual fundraiser. Discussion followed. The Facilities Use Policy states "no products or services may be advertised or sold in the library except to benefit the library." The Director will inform the Club that although the library would receive a small percentage of the proceeds that holding an auction in the library is not in compliance with the Policy.

#### 6. OCPL/Advisory Board Meeting

- Dodge reported on the last OCPL Board Meeting.

#### *G. ITEMS FOR DISCUSSION AND ACTION*

##### 1. Policies for Second Reading and final adoption

Mission Statement: Ward made a motion and Spado seconded to approve the policy for Second Reading and final adoption. All were in favor.

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

##### 2. Surplus list of non-repairable/obsolete equipment

Scavone made a motion and Ward seconded to approve the list of surplus items as submitted. All were in favor.

##### 3. Approval of 2012 Summer Reading Program Fine Amnesty

Spado made a motion and Ward seconded to approve the Fine Amnesty for the 2012 Summer Reading Program. All were in favor.

4. Director's budget proposal: the Board reviewed a draft of the 2012-2013 fiscal year's budget.

##### 5. Approval of CSEA Contract (effective July 1, 2011 through June 30, 2014)

Upon notification by the CSEA Representative that the bargaining unit membership voted to approve the tentative agreement executed on January 9, 2012, and effective July 1, 2011 through June 30, 2014 between the Liverpool Public library and the Civil Service Employees' Association, Inc. (Liverpool Public Library Unit) and, the Board of Trustees having reviewed the tentative agreement and deliberated regarding same, be it hereby

**RESOLVED**, that upon the recommendation of the director, the Board of Trustees of the Liverpool Public Library hereby approves and ratifies the CSEA agreement and, upon approval of same as to form and content by the counsel for the Library, authorizes the Director of the Library and President of the board to execute the 2011-14 agreement between the parties.

Unit employees shall receive the following raises to their current base salary:  
Effective July 1, 2011, a percentage increase of zero percent (0%).

Effective July 1, 2012, a percentage increase of one and twenty-five hundredths percent (1.25%).

Effective July 1, 2013, a percentage increase of one and twenty-five hundredths percent (1.25%).

Spado made a motion and Ward seconded to approve the CSEA agreement.

On the motion: 7 ayes, 0 nays; motion carried.

6. Approval of unrepresented management personnel and unrepresented personnel (including substitutes) raises and benefits

**RESOLVED**, that, upon the recommendation of the Director, the Board of Trustees of the Liverpool Public Library hereby approves and authorizes the salary adjustments and benefits, effective July 1, 2011, for the non-bargaining unit employees noted as follows:  
- To approve the salaries and benefits for management and hourly wages for substitutes at the same rate as the recently approved contract each year for the duration of the contract from July 1, 2011 through June 30, 2014.

Scavone made a motion and Dodge seconded to approve the non-bargaining unit employee's raises and benefits as noted.

On the motion: 7 ayes, 0 nays; motion carried.

*H. OPEN FORUM:* no discussion

*I. BOARD FORUM:* Alessio commented on the very positive editorial about the importance of libraries published in the Post Standard on January 26, 2012.

*J. EXECUTIVE SESSION:*

Spadafore requested an executive session for a legal matter with no action to follow. Dunstone made a motion and Spado seconded to enter into an executive session for the purpose stated by Spadafore. All were in favor. Spadafore declared an executive session at 7:30 p.m. The officers of the Friends were asked to attend. Polly and Morgan were not in attendance.

Dodge made a motion and Ward seconded to return from executive session at 8:50 p.m. All were in favor.

*K. ADJOURNMENT*

Scavone made a motion and Spado seconded to adjourn the meeting. All were in favor. Spadafore adjourned the meeting at 8:50 p.m.

Respectfully submitted,



Dorothy Morgan  
Clerk to the Board of Trustees