

**MINUTES
REGULAR MEETING
LIVERPOOL PUBLIC LIBRARY
OCTOBER 2, 2013**

Trustees present: Scavone, Dodge, Spado, Dunstone, Spadafore, and Ward. Alessio arrived at 8:10 p.m.

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

Others: Y. Hewitt

REGULAR MEETING

A. CALL TO ORDER

President Scavone called the regular meeting to order at 6:30 p.m.

B. SALUTE TO THE FLAG

C. CORRESPONDENCE: no correspondence

D. AGENDA CHANGES: no changes

E. CONSENT AGENDA

1. Approval of September 4, 2013 Regular Board Meeting Minutes

2. Approval of monthly bills for September.

Spado moved and Spadafore seconded to approve the Consent Agenda. All were in favor.

F. REPORTS TO THE BOARD

1. Staff Report: Mike Burg, Security Guard, reported on the security guards' activities in support of the safety and security of the library, patrons, and staff.

2. Treasurer's report.

The Board received copies of expenditure and revenue status reports through September 2013. Dunstone deferred to Morgan for the financial report since he had not had a chance to review them. Morgan commented on the official year-end financial report and the positive results of the Library's and Liverpool Central School's District's audit report for fiscal year ending June 30, 2013.

3. President's report: The Board received copies of the following:

- Congratulations to the library staff for the "Best of Syracuse" award from the *Syracuse New Times*. A celebration will be held at the Syracuse New Times building on October 9 from 4:00 to 7:00 p.m. RSVP to Polly by Friday October 4.

- Library Trustee Training Workshop Focus on Finances October 23 from 6:00 to 8:00 p.m. at North Syracuse Library.

- Scavone, Polly, and L. Meyer accepted a donation of \$850.00 from the Liverpool Community Chorus in part towards the memory of Lori Bresnahan (\$200), earmarked for the Youth Services Department.

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

- Organizational Chart was updated and distributed to the Board.

- Book Sale at Liverpool Elementary Parent Facility Organization netted the library and the LEPFO an estimated \$5,000 each.

- CNY Community Foundation's Annual Report listed both the Alfred W. Richberg Fund for Liverpool Public Library and (under the heading of Nonprofit Agency Funds) the Liverpool Public Library Fund.

5. OCPL/Advisory Board Meeting: Dodge reported on the September Board Meeting.

G. ITEMS FOR DISCUSSION AND ACTION

1. Policies for Second Reading:

Open Forum

Spadafore made a motion and Dunstone seconded to approve the Open Forum Policy for Second Reading and final adoption. All were in favor.

Conflict of Interest

Dunstone made a motion and Spado seconded to approve the Conflict of Interest Policy for Second Reading and final adoption. Discussion followed. All were in favor.

2. Surplus list of computer hardware

The Board received copies of a surplus list of computer hardware, power supply, and other failed components that were offered as surplus due to the fact that they are very old and broken beyond repair. Spadafore made a motion and Ward seconded to approve the surplus list as submitted. All were in favor.

3. Board Budget Schedule for 2014-2015

The Board received copies of the budget schedule for fiscal year 2014-2015. Spadafore made a motion and Spado seconded to approve the schedule. All were in favor.

4. Intent to Prosecute Letter

In 2009, the Liverpool Police Chief recommended that the library keep an "Intent to Prosecute Letter" on file with the police department. The letter states that the Board of Trustees intends to prosecute offenses against the library. It was accepted and approved in 2009. The President of the Board and the Director are noted in the letter.

Spadafore made a motion and Spado seconded to approve the updated Intent to Prosecute Letter. All were in favor. It will be approved annually at the Reorganization Meetings.

5. Banning form and process approval

The Board was asked to consider recommended changes to the Appeals Process in the current Notification of Banning letter. Discussion followed pertaining to the number of days a patron would have to appeal the decision.

Spadafore made a motion and Spado seconded to approve the changes in the banning letter including the additional language as discussed. All were in favor.

6. Consultant Proposals update

The Board received two additional consultant proposals with costs for assisting the Board and Director in a strategic planning process. The director was asked to pursue amendments to the B.A. David Company's budget quote and invite David Bendekovic to a Board Meeting.

H. OPEN FORUM: no report

I. BOARD FORUM:

- Dunstone will not be in attendance at the November Board Meeting.
- Ward reported that The Liverpool High School Warriors Marching Band will host a New York State Field Band Conference competition at the Liverpool High School Stadium on October 12 6:00 to 9:00 p.m.

J. EXECUTIVE SESSION

Scavone requested an executive session for a personnel matter with no action to follow. Spadafore made a motion and Dunstone seconded to enter an executive session for the purpose stated by Scavone. All were in favor. The Board entered the executive session at 7:36 p.m. Morgan was excused.

Spado made a motion and Dunstone seconded to leave the executive session and adjourn the meeting at 8:18 p.m. All were in favor.

K. ADJOURNMENT

Scavone adjourned the meeting at 8:18 p.m.

Respectfully submitted,



Dorothy Morgan
Clerk to the Board of Trustees