

MINUTES  
LIVERPOOL PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
JULY 6, 2005

Trustees present: Alessio, Ward, Dunstone, Welcher, Fulmer arrived at 7:10 p.m., Spadafore arrived at 7:30 p.m.

Excused: Spado

Staff: Dailey, Director, and Hewitt, Secretary to the Director

Sprague, Polly, Fensterer, Rossoff, Ayer, Mickle

Reorganization meeting 2005/2006

Alessio called the Reorganization Meeting of the Board of Trustees, July 6, 2005, to order at 7:05 p.m.

A. Oaths of office

Alessio administered the Oath of Office to Michelle Welcher who will serve a five-year term from July 1, 2005 through June 30, 2010.

The Oath was signed by Welcher and notarized by Debbie Mickle, Head of Personnel and Notary Public Officer.

B. Election of officers

Fulmer, representing the Nominating Committee presented the following slate of officers and appointments for 2005-2006. Ward made a motion to accept the officers as stated. Dunstone seconded. Motion was approved unanimously with Alessio as President; Spadafore as Vice-President; Ward as Secretary; Dunstone as Treasurer

C. Appointments

- Financial Officer: Larry Dunstone
- Clerk to the Board: Dorothy Morgan
- Attorney: Mark Grobosky, general counsel; Ben Ferrara, special needs/union negotiations
- Treasurer: Carol Matthews
- Internal auditor: Sherry Chaar
- Official newspaper: The Post Standard
- Records Access Officer: Elizabeth Dailey
- Records Administration Officer: Debbie Mickle

D. Adopt Annual Calendar

On motion by Ward, seconded by Dunstone, the adoption of the annual calendar was tabled until the CSEA contract is settled. Motion was approved unanimously.

E. Designate meeting days

On motion by Dunstone, seconded by Ward, Board meetings will be at 7:00 p.m. on the first Wednesday of every month. Motion was approved unanimously.

F. Set Petty Cash-on-Hand amount

On motion by Dunstone, seconded by Ward, the petty cash amount set at \$100.00. Motion was approved unanimously.

G. Set mileage reimbursement rate

On motion by Ward, seconded by Dunstone, set mileage reimbursement at 40.5.cents/mile (established by the Internal Revenue Service effective 01/01/2005). Motion was approved unanimously.

H. Approve salary schedule FY 2005-2006

On motion by Ward, seconded by Dunstone, the salary schedule should be tabled until the CSEA contract is settled. Motion was approved unanimously.

REGULAR MEETING

Agenda Item A -- Alessio called The Regular Meeting to order at 7:15 p.m.

Agenda Item B -- Salutation to the United States Flag

Agenda Item C -- Correspondence folder circulated amongst the Board.

Agenda Item D -- Staff Reports

- Donna Auyer presented a staff report on the NYSLAA Annual Conference

-Sprague reported on the enthusiastic reception of the Adult Summer Reading Club.

-Polly informed the Board about the generous donation of modular furniture, file cabinets, chairs and other office furnishings from Polaris Library Systems.

-Fensterer pointed out the Crestron system recently installed in the Carman Community Room that included assisted listening device. A demonstration will be presented to the board at the next meeting.

Agenda Item E -- Agenda Changes

On motion by Fulmer, seconded by Dunstone, an Executive Session was included on the Agenda after Board Forum for the purpose of discussing contract negotiations with no action. The motion was approved unanimously.

#### Agenda Item F -- Consent Agenda

Minutes of the Meeting of June 1, 2005; Bill lists for June. On motion by Ward, seconded by Dunstone, the Consent Agenda was approved unanimously.

#### Agenda Item G -- Reports to the Board

Agenda Item G.1 -- Treasurer's Report. The Board received copies of the April Expenditure and Revenue Report from the LCSD. Dunstone reported on the library's financial status.

Agenda Item G.2 -- President's Report. Fulmer told Board members and staff that she has enjoyed serving as board president. Alessio expressed his admiration of Fulmer's dedication to the library and will look to her as an example as he serves as president.

#### Agenda Item G.3 -- Director's Report

- A capital improvements grant request has been sent to Assemblywoman Christensen's office.
- Carpets were cleaned throughout the building, except the CCR, which will be done by the custodial staff.
- Self pick-up of holds has been implemented.
- Grievance resolved in negotiations – arbitration was cancelled.

Agenda Item G.4 -- OCPL & Advisory Board. No report.

#### Agenda Item H -- Items for discussion and action

##### a. Policy for Second Reading: Privacy Policy

On motion by Ward, seconded by Dunstone, the Privacy Policy was approved for Second Reading and adopted. Discussion followed. The motion was approved unanimously.

##### b. Policy for Second Reading: Patron Code of Conduct

On motion by Fulmer, seconded by Ward, the Patron Code of Conduct was approved for Second Reading and adopted. Discussion followed. The motion was approved unanimously.

##### c. Request from Liverpool Historical Society for meeting twice in one month.

On motion by Ward, seconded by Fulmer, to allow the Liverpool Historical Society to reserve the Carman Community Room twice a month. Discussion followed. Spadafore made a friendly amendment to the motion allowing LHS to meet twice in one month with the understanding that the total number of meetings held at the library annually will be 12 or fewer. Ward accepted the amendment. The motion was approved unanimously.

The library's role in preserving local history was discussed briefly. Ward expressed interest in the library facilitating more "Liverpool Legends." Fulmer asked Dailey to gather information on the costs involved.

d. Surplus list

On motion from Fulmer, seconded by Ward, to surplus items on presented list. Spadafore recommended PR for the donation of office furniture from Polaris Library Systems. The motion was approved unanimously.

Agenda Item I -- Open Forum.

More items will be surplussed after the switch with donated furniture. These items will be for sale in September.

Agenda Item J -- Board Forum

Dunstone mentioned he saw Dailey on a Channel 9 television interview about summer activities for children.

Ward thanked the library for its participation in the Village of Liverpool's 175th anniversary celebration; Dailey demonstrated the craft projects the library provided for the event.

Fulmer pointed out the memo about the ILS demonstrations at OCPL.

Agenda Item K -- Executive Session. President Alessio stated the need to enter into Executive Session for purpose of discussing contract negotiations. On motion by Fulmer, seconded by Ward, an Executive Session was approved unanimously at 7:55 p.m. Mickle was asked to stay. The Board returned from Executive session at 8:15 p.m. No action taken.

Agenda Item L -- Adjournment. On motion by Spadafore, seconded by Ward, the Board adjourned the meeting. Motion was approved unanimously. President Alessio adjourned the meeting at 8:20 p.m.

Respectfully submitted,  
Yvette Hewitt  
Secretary to the Director

**Next Regular Board Meeting August 3<sup>rd</sup> at 7:00 pm in the CCR.**