



MINUTES
BOARD OF TRUSTEES MEETING
July 13, 2016
Carmen Community Room

Trustees present: Dodge, Spadafore, MacLaughlin, Spado, Budmen, and Hluchyj.
Excused: Bowers
Staff: G. Wisniewski, Director; M. St.Leger, Clerk to the Board
Others: Staff and community members

REORGANIZATIONAL MEETING 2016-2017

A. CALL TO ORDER

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

B. SALUTE TO THE FLAG

C. OATH OF OFFICE: The Oath of Office was administered by Tim Dodge to Kay Budmen, John Hluchyj, and Don MacLaughlin.

D. ELECTION OF OFFICERS: MacLaughlin, Spadafore, and Spado representing the Nominating Committee presented the following slate of officers and appointments for 2016-2017:

President: Tim Dodge

Vice President: Mark Spadafore

Financial Officer: appointment has been tabled for 2 months

Secretary: Joe Spado

MacLaughlin made a motion and Spado seconded to approve the slate of officers as presented. All were in favor.

E. APPOINTMENTS

1. Financial Officer: tabled until September.

2. Clerk to the Board: Martina St.Leger

3. Treasurer: Carol-Anne Mathews

4. Internal Auditor: Sherry Chaar

5. Official Newspaper: The Post Standard

6. Attorney: Michael Tremont of the law firm of Costello, Cooney & Fearon, LLP, legal counsel, Labor Relations and employment matters

7. Record Access Officer/FOIL officer: Martina St.Leger

8. Records Retention Officer: Martha Hopper

Spadafore made a motion and Hluchyj seconded to accept the appointments as presented. All were in favor.

F. ADOPT 2017 ANNUAL CLOSING CALENDAR

Spadafore made a motion and Hluchyj seconded to adopt the 2017 Annual Closing Calendar as presented. All were in favor.

G. DESIGNATE MEETING DAYS

Spado made a motion and Budmen seconded to hold the board meetings at 6:30 p.m. on the first Wednesday of every month unless otherwise noted. All were in favor.

H. SET PETTY CASH-ON-HAND AMOUNT

MacLaughlin made a motion and Budmen seconded to set the petty cash-on-hand amount at \$100. All were in favor.

I. SET MILEAGE REIMBURSEMENT RATE: The standard mileage rate for the use of a car (also vans, pickups or panel trucks) will be 54 cents per mile for the calendar year 2016. The standard mileage rate is likely to change on January 1, 2017.

Spadafore made a motion and MacLaughlin seconded to set the reimbursed mileage rate equal to the current business rate as determined and posted by the Internal Revenue Service. All were in favor.

J. APPROVAL OF CHASE AND KEY BANK WITH AUTHORIZED SIGNATURES

Spado made a motion and Hluchyj seconded to approve both Chase Bank and Key Bank as depositories for library funds. Carol-Anne Mathews, Treasurer of the LCSD, and/or Martha Hopper, LPL Business Manager, as authorized signatures on the bank accounts at Chase and Key Bank. All were in favor.

K. APPROVAL OF SALARY SCHEDULE: Civil Service Requirement

Spadafore made a motion and Budmen seconded to approve the Salary Schedule as presented. All were in favor.

L. TRUSTEE AND ADMINISTRATOR POLICY AFFIRMATION AND DISCLOSURE STATEMENT: Annual Conflict of Interest Policy

All Board Members and the Library Director were provided with the Conflict of Interest Policy and completed Conflict of Interest statements.

M. ADJOURNMENT

MacLaughlin made a motion and Spado seconded to adjourn the Reorganizational meeting at 6:41pm

REGULAR MEETING

A. CALL TO ORDER

President Dodge called the regular meeting to order at 6:41 p.m

B. CORRESPONDENCE: none

C. AGENDA CHANGES: F1 & F3 move to August meeting

Spadafore made a motion and Hluchyj seconded to approve the agenda change. All were in favor.

D. CONSENT AGENDA

1. Approval of June 1, 2016 Regular Meeting Minutes
2. Approval of Monthly Bills for June

Spadafore made a motion and Spado seconded to approve the Consent Agenda. All were in favor.

E. REPORTS TO THE BOARD

1. Treasurer's Report

- Dorothy Morgan submitted a written, unofficial internally projected, year-end financial report with copies of Expenditure and Revenue Reports from LCSD through the end of June. The official Balance Sheet for 2015-2016 is expected in September from LCSD. Discussion followed in regards to retirement expenses and tax certioraris.

2. President's Report

- Dodge welcomed the new trustees to the board.

3. Director's Report

- The Lobby Book sale brought in \$2,314.60 in June, while the wishing well had \$54.44. The gift shop total was \$88.95 and the donation box contained \$74.53 which includes \$25.80 from movie donations.
- The Director provided an overview of the proposed new website, and indicated that OCPL has purchased an upgraded version of the Evanced Calendar for everyone to use including member branches. All posted events will tie into one combined calendar on the new OCPL website.
- Wisniewski presented the completed Strategic Plan document along with a draft of the marketing piece (brochure). The brochure contains a condensed drilled down version of what came out of the strategic plan. The strategic plan is for the next three years, and some items are already being implemented. Discussion followed.
- Wisniewski asked if there were any questions regarding the priority projects list previously submitted to the Board in May. Discussion followed. There was a question regarding the First Floor Renovations and the clarification was the project is cosmetic in nature (for example replace the Circulation desk and shelf units) and does not involve construction and is therefore not a capital project which would require the approval of LCSD or NYS Education Department. All purchases will be made through current NYS contract vendors and bidding will not be required. MacLaughlin suggested a special Board Meeting be held to discuss the items in more detail. In the meantime, the Board were in support of the Director gathering updated quotes.

4. OCPL Report:

- Dodge stated the notes from June and minutes from May were emailed to the board. The renovations at the Central branch are nearly complete with the Grand Opening scheduled for August 23rd.
- Wisniewski noted that the notes from OCPL indicated the staff is being trained on the drug Narcan. A discussion followed whether staff at LPL should also be trained.

F. ITEMS FOR ACTION AND DISCUSSION

1. Patron Code of Conduct Policy for First Reading – MOVE TO AUGUST

Agenda change – moved to August meeting

2. Circulation Policy for First Reading

There was a discussion on changes to the policy concerning the current fines policy as it relates to children. Spadafore made a motion and MacLaughlin seconded approve the policy for first reading noting the change to increase the maximum fine for children to \$10 while keeping the maximum adult fine at \$5. Approved as amended.

3. Security Camera Policy for First Reading - MOVE TO AUGUST

Agenda change – moved to August meeting

G. OPEN FORUM: no report

H. BOARD FORUM: no report

I. EXECUTIVE SESSION –

Dodge stated the need for an executive session to discuss a personnel matter. The executive session will reconvene at a Café 407 in Liverpool. Spadafore made a motion and Spado seconded to move into executive session for the previously stated matter. All were in favor. Wisniewski was excused, and the board moved into executive session at 7:35 p.m. with no action to follow. Dodge made a motion to return from executive session at 8:30 p.m. All were in favor.

J. ADJOURNMENT

Spadafore made a motion to adjourn. All were in favor. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board