



**MINUTES  
BOARD OF TRUSTEES MEETING**

**April 10, 2019**

**Meeting Room at Village of Liverpool Hall, 310 Sycamore St., Liverpool**

**Trustees present: Gutierrez, Budmen, Baker, Schapley, and Hewitt,**

**Trustees absent: MacLaughlin and Hluchyj**

**Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St.Leger, Clerk to the Board**

**Others: Staff**

**REGULAR MEETING**

**A. CALL TO ORDER**

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

**B. SALUTE TO THE FLAG**

**C. CORRESPONDENCE: none**

**D. AGENDA CHANGES: none**

**E. CONSENT AGENDA**

1. Approval of March 13, 2019 Regular Meeting Minutes

2. Approval of Bills dated March 13, 2019 through April 10, 2019.

Time was taken by each Trustees to review, audit, and approve all invoices. Gutierrez and Baker reviewed each invoice and corresponding account code prior to the meeting.

Motion by Budmen second by Baker.

Aye: Gutierrez, Budmen, Baker, Hewitt, Schapley

Final Resolution: Motion Carried

**F. REPORTS TO THE BOARD**

1. Staff Report – Andrea Rasmussen introduced herself to the board. Rasmussen has been with the LPL since August 2016 in the position of Library Clerk 1 and was recently promoted to Library Clerk II. In her new role she is the evening and weekend supervisor for the circulation team. Rasmussen shared with the board that there is never a dull moment at the library and enjoys the interactions with our patrons.

2. Financial Report - Morgan

- The Budget Status Reports dated 4/02/2019 include the expenditures through March and revenues through the end of February. These were previously distributed electronically.
- Bank Statements through January with balance reconciliations from LCSD were received and reviewed by the library's business office. The bank statements from Chase and Key are received by Carol Mathews with the reconciliations being done by LCSD's Michelle Stanton.
- The cash flow reports for the Library reported by LCSD's Treasurer through January 31, 2019 show a beginning balance, receipts, disbursements, and ending balance. The Board received copies of the Treasurer's Financial Report showing the cash position by fund.
- The Bill lists with invoices from 03/13/2019 through 04/10/2019 totaling \$ 174,568.43 were reviewed, audited, and approved by the Board.
- Discussion followed.

### 3. President's Report

- President Gutierrez will be presenting a program with Joyce Mills on Thursday, April 11 as part of the American Creed Community Conversations series. The program will be very good, and all are welcome to attend.
- Gutierrez took a moment to thank everyone for their work on the Employee Handbook update.

### 4. Director's Report

- The Lobby Book sale brought in \$1,806.83 in March. The wishing well contained \$33.17, gift shop purchases totaled \$134.90. The donation box held \$24.47, patrons attending movies donated \$12, and Passport photos generated \$120 in revenue.
  - Renovation of the Children's bathroom is nearly complete as is the 2<sup>nd</sup> street entrance. The Tulip St. Entrance will close when the 2<sup>nd</sup> St entrance is ready to open. There is some asbestos abatement on the lobby bathrooms which will be done the week of April 22<sup>nd</sup> which means the lobby will be closed. We anticipate having access from the public elevator through the teen room during the abatement. The lobby renovation should begin the week of April 29<sup>th</sup>.
  - SED approval has been received for the library renovation project which will now go out to bid on Friday, April 12. A contractor walk through will be April 23. Bid opening will be May 2<sup>nd</sup> at 10am.
  - The floor plan has been finalized, and furniture selected. Moving bids have been submitted, and will be awarded when we have a set start date. A small temporary library will be set up in the Carmen Room. There will be a small collection available while most of our collection will be in storage.
  - The General Federation of Women's Clubs have set up pinwheels around the library to bring awareness to Child Abuse Prevention month.
5. OCPL Report: OCPL is close to choosing a new Director. They are working on a strategic plan, and a Memorandum of Understanding between OCPL and the Member Libraries.

## G. ITEMS FOR ACTION AND DISCUSSION

### 1. Adopting New Board Policies Policy for Second Reading and Final Approval.

Motion to accept the policy for Second Reading and Final Approval by Baker, second by Hewitt.

Aye: Gutierrez, Budmen, Baker, Hewitt, Schapley.

Final Resolution: Motion Carried

### 2. Inventory Policy for Second Reading and Final Approval.

Motion to accept the policy for Second Reading and Final Approval by Budmen, second by Baker

Aye: Gutierrez, Budmen, Baker, Hewitt, Schapley.

Final Resolution: Motion Carried

### 3. Summer Reading Fine Amnesty.

To remove barriers to the use of libraries for those who have accrued fines, and to promote the 2019 summer reading clubs, Liverpool Public Library will offer a fine amnesty for children and teens who participate in the library's summer reading programs.

Anyone enrolled and participating in the summer reading programs may have up to \$20.00 in Liverpool Library fines waived upon successful proof of participation as determined by the procedures promulgated by the Director or designee.

Charges for lost items that have not been returned, or charges for damaged materials, are not affected by the amnesty offer. This program begins June 24 and continues through August 10, 2019. The amnesty program terminates after August 10, 2019.

Motion by Schapley, second by Budmen.  
Aye: Gutierrez, Budmen, Baker, Hewitt, Schapley.  
Final Resolution: Motion Carried

4. Employee Handbook -Revised

Motion by Baker to accept the revised Employee Handbook as presented, second by Budmen.

Aye: Gutierrez, Budmen, Baker, Hewitt, Schapley  
Final Resolution: Motion Carried

5. Personnel Changes

Motion to accept the personnel changes as presented.

**RESIGNATIONS**

| <b>Name</b>   | <b>Position</b>           | <b>Effective Date</b> |
|---------------|---------------------------|-----------------------|
| Moul, Patrick | Custodial Worker I (PTAN) | 3/11/2019             |

**APPOINTMENTS**

| <b>Name</b>     | <b>Position</b>         | <b>Salary</b> | <b>Start Date</b> |
|-----------------|-------------------------|---------------|-------------------|
| Hoyt, Jacklyn   | Librarian I (Part-Time) | \$21.98 p/h   | 4/9/2019          |
| Johnson, Betsy  | Librarian I (PTAN)      | \$21.98 p/h   | 4/4/2019          |
| Bertrand, Caren | Librarian I (PTAN)      | \$21.98 p/h   | 4/4/2019          |

Motion by Hewitt, second by Schapley.  
Aye: Gutierrez, Budmen, Baker, Hewitt, Schapley  
Final Resolution: Motion Carried

6. Director's 2019-20 Budget

Final version of the budget was presented with a tax impact of 1.99%. Discussion followed. Vice President MacLaughlin met with Wisniewski and Morgan on April 9<sup>th</sup> for a detailed review of the budget and confirmed he is in favor of the 2019-20 budget as presented.

The Board was informed the vote location has been moved to Wetzel Rd. and will be May 21.

Motion by Schapley to accept the budget as presented, second by Budmen.  
Aye: Gutierrez, Budmen, Baker, Hewitt, Schapley  
Final Resolution: Motion Carried

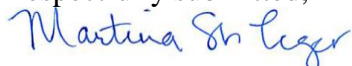
H. OPEN FORUM: nothing

I. BOARD FORUM: Budmen recently attended the OCM BOCES School and Public Librarian Collaboration day with LPL Librarian MacGregor. Together they presented an example of collaboration with the Geek Squad Academy. Budmen made note that the quality of the programs offered by LPL are far above other libraries.

J. ADJOURNMENT

Motion by Baker to adjourn the meeting, second by Schapley.  
Aye: Gutierrez, Budmen, Baker, Hewitt, Schapley.  
Final Resolution: Motion Carried  
The meeting was adjourned at 7:09 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board