



MINUTES
BOARD OF TRUSTEES MEETING
April 14, 2021
via Zoom, YouTube

Trustees present: Budmen, MacLaughlin, Baker, Gouger, Hewitt, and Hluchyj

Absent: Schapley

Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; S. Smith, Admin. Asst.; M. St. Leger, Clerk to the Board

REGULAR MEETING

- A. CALL TO ORDER: President Budmen called the regular meeting to order at 6:29 p.m.
- B. SALUTE TO THE FLAG
- C. ACCEPT MARCH MEETING MINUTES.
- D. CORRESPONDENCE: Thank you cards from two patrons in appreciate of the library's staff and services.
- E. AGENDA CHANGES: none
- F. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget and Revenue Status Report through March. These reports were previously distributed electronically.
- Bank Statements through January 2021 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 LCSD District Treasurer with the reconciliations being done by LCSD Account Clerk. The statements were on hand if called upon for Board review.
- Property tax settlements were discussed, and an updated tax certiorari was requested.
- Account Transfers were provided to Trustees for review prior to the meeting.
- Hluchyj reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated March 11, 2021 through April 14, 2021.
Gouger seconded the motion.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried

2. President's Report:

- Budmen started her report by sharing that the story walks have been installed at Soule Road Elementary. The children have been giggling, laughing, and exclaiming as the walk down the story walk. Last week's book was Pete the Cat. This week they enjoyed Wonky Donkey and the kids are really looking forward to the next book. Budmen extended her thanks to the LPL staff who put the story walks together and said it has been a wonderful addition to the school.
- Budmen and MacLaughlin had a meeting with LPL Attorney Robert Germain regarding the possibility of hiring an independent claims auditor. Additionally, the Trustees attended a training workshop, "What Every Trustee Should Know" with Jerry Nichols. The Board may hire a part time claims auditor who would report directly to the board. The board would retain fiduciary responsibility.
 - MacLaughlin made a motion to formulate an action plan to hire a part time claims auditor which was seconded by Baker.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried
- Baker, Budmen, and MacLaughlin will work together to formalize the action plan to hire a Claims Auditor.
- Section 2. Treasurer – Officer and Duties, section C of the LPL By-Laws needs to be updated. MacLaughlin will revise the wording and submit to the board.

3. Director's Report

- Wisniewski watched the Trustee training and found it to be a good refresher and stated LPL is already following the recommendations made in the training.
- LPL will be removing the appointment requirement on Monday, April 19th. Currently, the library is held to 50% of capacity and we will utilize our new density counters to ensure compliance. Patrons may use computers for up to 1 hour. Study rooms may be reserved for up to 2 hours. Grab n Go will continue.
- Material quarantine time has been decreased from 7 days to 4 days and may soon be discontinued altogether.
- Notary service will be restarted and will require an appointment. Passport services will be offered again by the end of May.
- NY Senator Sean Ryan, Chair of the Senate Libraries Committee will be holding a press conference in Marcellus with Senators May and Mannion. Wisniewski has been invited and will attend.
- Assistant Director Reckhow provided an update on the Children's Room renovations. Reckhow describes the thought behind the room and summarized the idea as "grow with me." The early literature elements will support early childhood alliance's theme of "Talking is Teaching." The theme has been incorporated into display and play areas including the literacy ladder, weaving wall, an interactive wall called create.

4. OCPL Report: The City Branch libraries will fully open within the next few weeks.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

APPOINTMENTS

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Stivenson, Barbara	Security Guard (PTAN)	\$14.21 p/h	4/13/2021

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Osmanovic, Adem	Guard (PTAN)	3/26/2021
Daghita, David	Librarian II	5/8/2021
Sharp, Laurel	Librarian I (PT)	5/27/2021

Motion to accept the Personnel Changes as presented by Baker, second by Hluchyj.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried

2. Surplus List

Fixed Inv. ID	Date Acquired	Item Description	Reason for Surplus
23405	May 10, 2013	iMac 21"	Failed hardrive
23497	Jun 15, 2016	Envisionware ELO Desktop	Replaced
23426	Jun 13, 2014	Dell Optiplex 9020 AIO	Power Failure
23334	Jun 14, 2010	MacBook	Outdated
23342	Jun 15, 2010	MacBook	Outdated
23338	Jun 16, 2010	MacBook	Outdated
23340	Jun 17, 2010	MacBook	Outdated

Motion to accept the surplus list as presented by Baker, second by Hluchyj.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried

3. Privacy Policy for First Reading

Motion to accept the policy for first reading by Gouger, second by Baker.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried

4. Surplus Furniture and Equipment Policy for First Reading

Motion to accept the policy for first reading by Baker, second by Gouger.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried

5. LPL Employee Handbook

Motion by Hluchyj to accept the LPL Employee Handbook changes as presented, second by Gouger.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried

6. Director's 2021-2022 Budget – Final Draft

Motion by MacLaughlin to accept the Director's 2021-2022 budget as presented, second by Hluchyj.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried

Gouger made a motion to change the date of the May LPL Board of Trustees Meeting to Wednesday, May 5, 2021 at 6:30pm. The meeting will begin with a public hearing of the library's 2021-2022 budget followed by the regular monthly meeting. Hluchyj seconded the motion.

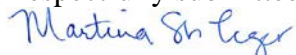
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried

H. OPEN FORUM: no comments

I. BOARD FORUM: MacLaughlin initiated a discussion and review of the budget flyer that will be mailed to all residents of the Liverpool Central School District.

J. ADJOURNMENT: The meeting was adjourned at 7:53 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board