



BOARD OF TRUSTEES MEETING
Wednesday, April 13, 2022, at 6:30 p.m.
Carman Community Room

REGULAR MEETING

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT MARCH MEETING MINUTES
- D. CORRESPONDENCE
- E. AGENDA CHANGES
- F. REPORTS TO THE BOARD
 - 1. Staff Report – Amanda Riccardo, Librarian I
 - 2. Financial Report -
 - a. Approval of Invoices for March 10, 2022, through April 13, 2022
 - 3. President’s Report
 - 4. Director’s Report
 - 5. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
 - 1. Personnel Changes
 - 2. Surplus List
 - 3. Code of Ethics and Conflict of Interest Policy for First Reading.
 - 4. Meeting Room Use Policy for First Reading.
 - 5. Public Hearing and May BOT Meeting
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION – *Board may have the need to enter Executive Session.*
- K. ADJOURNMENT



MINUTES
BOARD OF TRUSTEES MEETING
March 9, 2022
Carman Community Room

Trustees present: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley
Staff: G. Wisniewski, Director; S. Reckhow, Asst Director; S. Smith, Business Manager;
M. St.Leger, Clerk to the Board, M. Bialczak, Comm. Specialist

REGULAR MEETING

A. CALL TO ORDER

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

B. SALUTE TO THE FLAG

C. ACCEPT FEBRUARY MEETING MINUTES

D. CORRESPONDENCE: none

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Staff report – Beth Young

Beth Young, a part-time Librarian I talked to the board about her nearly 28 years with the Liverpool Public Library. Young said the library is her happy place. The Director told the board of Young's cataloging skills which have been invaluable to LPL and took care of all the original cataloging for other libraries in the system during the pandemic.

2. Financial Report

- The Board received the Budget Status Reports through February 2022. These reports were previously distributed electronically.
- Bank Statements through December 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.
- The Independent Claims Auditor reviewed each invoice for the period of February 10, 2022, through March 9, 2022.

Gouger made a motion to authorize payment of the audited invoices and approve account transfers. Schapley seconded the motion.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

3. President's Report:

- Budmen talked about the recent 'Pool Pass launch at the Soule Road complex. Tulip was on hand to greet the students when they arrived at school on Monday morning after spring break. The students are very excited about the new virtual library cards.

4. Director's Report

- Budmen and Reckhow presented the 'Pool Pass project to the LCSD School Board. Wisniewski and McLaughlin were in attendance. The LCSD School Board were very supportive and excited about the virtual student library card and shared their appreciation of LPL.
- Reckhow has submitted a proposal to NYLA for the LPL 'Pool Pass team to present the program at the annual conference in November.
- A book sale was held the first weekend in March. An Innovation team will explore the process of book donations and sales and make recommendations for moving forward.
- The library accepted donations for the Ukraine. Two full bins of donations were taken to the Ukrainian National Home in Syracuse. Donations will be accepted through March 11 and then taken to the Ukrainian National Home.
- Reckhow and Wisniewski have been working with Coordinators to update the Strategic Plan. The updated Strategic Plan will be presented to the board at a meeting in the next few months.

5. OCPL Report: OCPL has created a Trustee Advisory Committee and trustees from the member libraries are invited to join. The committee will be discussing issues and sharing ideas. Gouger attended the first meeting. The committee's first goal is to hold a trustee training in October. Trustees must complete at least 2 hours of education annually. The next meeting is in late April.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

RESIGNATION

Name	Position	Effective Date
Rasmussen, Andrea	Library Clerk III	3/23/2022

PROMOTION

Name	Position	Salary	Start Date
Amanda	Librarian I (FT)	\$21.98 p/h	3/14/2022

APPOINTMENTS

Name	Position	Salary	Start Date
Abraham, Naif	Librarian I (PTAN)	\$21.98 p/h	3/1/2022

Motion by Gouger to accept the Personnel Changes as presented second by Schapley.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

2. Donations Policy for Second Reading and Final Approval

Motion to approve the policy for Second Reading and Final Approval by Baker second by Hluchyj.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

3. Workplace Violence Prevention Policy for Second Reading and Final Approval

Motion to approve the policy for Second Reading and Final Approval by Hewitt second by McLaughlin.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

4. 2021 Annual Report for Public and Association Libraries

Motion by McLaughlin to accept the 2021 Annual Report for Public and Association Libraries as presented, second by Gouger.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

5. Board of Trustees Election, Open Seats

Three trustee's seats expire in June: Hewitt, McLaughlin, and Schapley. Petitions to run for Library Trustee will be available at the LCSD District office beginning Tuesday, March 15. Candidates must obtain 25 signatures from residents of the Liverpool Central School District. Petitions must be returned to the district office by 5pm on April 15, 2021.

6. Director's 2022-2023 Budget – Third Draft

The Trustees discussed the third draft of the 2022-2023 budget.

Motion by Hluchyj to accept the Director's 2022-2023 budget as presented with an increase of 2.49%, second by McLaughlin.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

H. OPEN FORUM: Bialczak thanked the Trustees who participated in the I Love My Library campaign which will be displayed in the lobby during April.

I. BOARD FORUM: no comments

J. EXECUTIVE SESSION –

Budmen stated the need for an executive session to discuss a Legal Matter with no action to follow.

Gouger made a motion and Hewitt seconded to move into executive session at 7:23 p.m. with no action to follow for the previously stated matter.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

Wisniewski, Reckhow and Smith were asked to attend.

Gouger made a motion to return from executive session at 7:47 p.m., seconded by McLaughlin.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 7:48 p.m.

Respectfully submitted,

Martina St.Leger

Martina St.Leger, Clerk to the Board

LIVERPOOL CENTRAL SCHOOL DISTRICT
TREASURER'S REPORT
January 31, 2022

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
<u>JP MORGAN CHASE</u>				
School Lunch XXX XXX 0904	\$1,996,910.74	\$354.00	\$0.00	\$1,997,264.74
General MM XXX-XX6788	\$24,093,228.31	\$1,546.00	\$0.00	\$24,094,774.31
Reserve MM XXX-XX3311	\$0.00	\$0.00	\$0.00	\$0.00
General Disb. NOW XXX-XX5257	\$4,504,104.51	\$0.00	\$0.00	\$4,504,104.51
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$615,332.23	-\$615,332.23 (1)
Public Library savings XXX-XX8316	\$2,743,021.32	\$0.00	\$0.00	\$2,743,021.32
Expendable Trust XXX-XXX7906	\$169,235.58	\$0.00	\$0.00	\$169,235.58
Capital Fund MM XXX-XX8251	\$814,645.57	\$0.00	\$0.00	\$814,645.57
Benefit Funding Account XXX-XX5230	\$50,000.00	\$0.00	\$0.00	\$50,000.00
<u>NYCLASS</u>				
General Fund XXX-XX1131	48,011,269.37	0.00	0.00	\$48,011,269.37
<u>CITIZENS BANK</u>				
General Fund XXXXXX-162-4	\$4,281,479.44	\$0.00	\$0.00	\$4,281,479.44
<u>M & T</u>				
Capital Fund MM XXXXXXXXXX6329	\$1,893,810.63	\$0.00	\$0.00	\$1,893,810.63
General Fund MM XXXXXXXXXX5708	\$2,861,875.69	\$0.00	\$12,507.60	\$2,849,368.09
<u>KEYBANK</u>				
This account was not reconciled for January because the statement was not received. The amounts shown represent December 31, 2021.				
Public Library NOW XXX-XX0061	\$595,524.37	\$0.00	\$0.00	\$595,524.37
TOTALS	\$92,015,105.53	\$1,900.00	\$627,839.83	\$91,389,165.70

- (1) The General Disbursement account is the account through which most district checks are paid. The account will reflect any outstanding checks and will show a negative general ledger balance. The money to cover the outstanding obligations is transferred into the NOW account by the district. The bank transfers money from the NOW account into the General Disbursement account as checks are presented for payment. District personnel ensure sufficient funds are available in the NOW account to cover checks clearing. JPMorgan Chase Bank requires an \$800,000 compensating balance in this account at all times and the two accounts will always have a combined balance of at least \$800,000 on this report.

TREASURER'S REPORT page 2

Part B: Cash Position by Fund

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
General & Trust and Agency	\$80,147,270.48	\$13,556,924.13	\$12,534,044.56	\$81,170,150.05
School Lunch	\$1,843,041.67	\$154,223.07	\$0.00	\$1,997,264.74
Special Aid	\$0.00	\$773,681.49	\$773,681.49	\$0.00
Capital, Cap Int & Debt Serv.	\$7,378,590.26	\$169.33	\$1,880,222.14	\$5,498,537.45
Public Library	\$3,602,238.58	\$23.96	\$263,716.85	\$3,338,545.69

I certify that each of the above accounts have been reconciled to the bank balance.

Carol Anne M. Matthews
Treasurer

Note: Additional district funds of \$629,900 are held by Excellus as a required cash advance for health self-insurance.

Part C: Collateral Statement

ACCOUNT	BANK BALANCE	FDIC	COLLATERAL	OVER (SHORT)
JP MORGAN CHASE				
School Lunch	1,996,910.74			
General MM	24,093,228.31			
Reserve MM	0.00			
General Disb NOW	4,504,104.51			
General Disbursing	0.00			
Public Library Savings	2,743,021.32			
Expendable Trust	169,235.58			
Capital Fund MM	814,645.57			
Benefit Funding Account	\$50,000.00			
TOTAL	34,371,146.03	500,000.00	34,749,306.96	878,160.93
CITIZENS BANK				
General fund	4,281,479.44	4,281,479.44	0.00	0.00
* NYCLASS				
General fund	48,011,269.37	250,000.00	47,761,269.37	0.00
* Deposits are covered by a pledge pool in proportion to the amount on deposit to NYCLASS's total deposits secured by the pool.				
M & T				
Capital MM	1,893,810.63			
General MM	2,861,875.69			
TOTAL	4,755,686.32	250,000.00	4,595,866.65	90,180.33
KEYBANK				
Public Library NOW	595,524.37			
TOTAL	595,524.37	250,000.00	377,088.16	31,563.79
TOTAL	\$92,015,105.53	\$5,531,479.44	\$87,483,531.14	\$999,905.05

LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 04/06/2022

Fiscal Year: 2022

Fund: L PUBLIC LIBRARY

Revenue Account	Subfund	Description	Original Estimate	Current Estimate	Year-to-Date	Current Cycle	Anticipated Balance	Excess Revenue
1001-000		Real Property Taxes	3,890,400.00	3,890,400.00	3,889,860.58	0.00	539.42	
1081-000		Contrib in Lieu of Taxes	65,000.00	65,000.00	12,983.30	0.00	52,016.70	
2082-000		Library Charges	15,000.00	15,000.00	3,810.85	0.00	11,189.15	
2401-000		Interest Earnings	1,000.00	1,000.00	170.95	0.00	829.05	
2705-000		Gifts and Donations	18,000.00	18,000.00	16,340.12	0.00	1,659.88	
2760-000		Other Than LLIA Grants	0.00	0.00	2,500.00	0.00		2,500.00
2770-000		Other Unclassified	48,000.00	48,000.00	12,478.31	0.00	35,521.69	
2770-ADJ		Misc. Short and Over	0.00	0.00	15.67	0.00		15.67
3840-000		State Aid for Libraries	1,000.00	1,000.00	0.00	0.00	1,000.00	
3840-A01		System Cash Grant	30,000.00	30,000.00	34,416.00	0.00		4,416.00
Total PUBLIC LIBRARY			4,068,400.00	4,068,400.00	3,972,575.78	0.00	102,755.89	6,931.67

Selection Criteria

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 04/05/2022

Fiscal Year: 2022

Fund: L PUBLIC LIBRARY

Budget Account	Description	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
160 Non-Instructional Salarie		1,936,000.00	1,295,715.93	69,799.02	356,024.09	284,259.98
200 Furniture & Equipment		244,255.62	204,544.76	0.00	2,455.01	37,255.85
400 Contractual		367,300.00	193,132.68	0.00	0.00	174,167.32
450 Supplies		400,000.00	205,277.17	0.00	0.00	194,722.83
810 Employee Retirement		230,000.00	167,460.25	6,260.49	35,251.29	27,288.46
830 Social Security		160,500.00	95,256.89	5,077.54	27,235.82	38,007.29
840 Workers Compensation		25,000.00	20,999.00	0.00	0.00	4,001.00
850 Unemployment Insurance		5,000.00	0.00	0.00	0.00	5,000.00
860 Health Insurance		925,000.00	594,490.63	0.00	0.00	330,509.37
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00
Total PUBLIC LIBRARY		4,293,055.62	2,776,877.31	81,137.05	420,966.21	1,095,212.10

PERSONNEL CHANGES

RESIGNATION

Name	Position	Effective Date
Daghita, David	Systems Librarian	4/14/2022
Foster, Bonnie	Librarian II	5/7/2022

PROMOTION

Name	Position	Salary	Start Date
Roberts, Angela	Library Clerk III (provisional)	\$20.50 p/h	4/25/2022

APPOINTMENTS

Name	Position	Salary	Start Date
Russo, Olivia	Library Clerk I (PT)	\$13.20 p/h	3/28/2022
Abraham, Naif	Librarian I (PT)	\$21.98 p/h	4/4/2022
Park, Nicole	Library Clerk I (PT)	\$13.20 p/h	4/4/2022

Surplus Equipment List

April 2022

Fixed Inv. ID	Date Acquired	Item Description	Reason for Surplus
22673	12/12/1985	Yamaha Piano	no longer in use

*CODE OF ETHICS/CONFLICT OF
INTEREST POLICY*

First Reading: 4.13.2022

Purpose

The Liverpool Public Library Board of Trustees (hereinafter, “Library Board”) recognizes its obligation, under the provisions of New York General Municipal Law, to adopt a code of ethics setting forth the standards of conduct required of all Library officers and employees. The Library Board is committed to avoiding any situation in which the existence of simultaneous, conflicting interests of any Library Trustee or employee may call into question the integrity of the management or operation of the Library. The Library Board affirms its commitment to adhere scrupulously to all applicable provisions of law regarding material conflicts of interest.

Prohibited Activities

Gifts: No Library Trustee or employee shall directly or indirectly solicit, accept, or receive any money or gift having a value of \$75 or more, whether in the form of cash, check, loan, credit, services, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the money or gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

Confidential Information: No Library Trustee or employee shall disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. In addition, he or she shall not disclose information regarding any matters discussed in an executive session of the Library Board regardless of whether or not such information is deemed confidential.

Representation Before the Board: A Library Trustee or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Library Board.

Representation Before the Board for a Contingent Fee: A Library Trustee or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Library Board, whereby the compensation is to be dependent or contingent upon any action by the Library Board with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

Disclosure of Interest in Matters Before the Board: A member of the Library Board and any officer or employee of the district, whether paid or unpaid, who participates in the discussion or gives official opinion to the Library Board on any matter before the Library Board shall publicly disclose on the official record the nature and extent of any direct or

indirect financial or other private interest he or she has in such matter. The term “interest” means a pecuniary or material benefit accruing to an officer or employee.

Disclosure of Interests in Contracts: To the extent known, any Library Trustee or employee who has, or will have, or subsequently acquires any interest in any contract with the Library shall publicly disclose the nature and extent of such interest in writing to the Library as well as to the Library Director as soon as he or she has knowledge of such accrual or prospective interest.

Investments in Conflict with Official Duties: No Library Trustee or employee shall invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.

Prohibited Conflicts of Interest: No Library Trustee or employee shall have an interest in any contract between the Library and a corporation or partnership of which he or she is an officer or employee when such Library Trustee or employee has the power to negotiate, prepare, authorize or approve the contract or authorize or approve payment there under, audit bills or claims under the contract, or appoint an officer or employee who has any of the powers or duties set forth above, and no chief fiscal officer, treasurer or his or her deputy or employee shall have an interest in a bank or trust company designated as a depository paying agent, registration agent or for investment of Library funds of which he or she is an officer or employee. The provisions of this action shall in no event be construed to preclude the payment of lawful compensation and necessary expenses of any Library Trustee or employee in one or more positions of public employment, the holding of which is not prohibited by law.

Certain Prohibited Actions: No person employed by the Library shall hire, supervise, evaluate, promote, review or discipline any other employee who is a member of the same family. In the event that marriage, promotion, or reorganization results in a situation not in compliance with this policy, reassignment or transfer will be effected in accordance with the applicable provisions of any collective bargaining agreement to correct the situation.

Private Employment: No Library Trustee or employee shall engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his or her official duties.

Future Employment: No Library Trustee or employee shall, after the termination of service or employment with the Library Board, appear before the Library Board or any panel or committee of the Library Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by a present or former Library Trustee or employee of any claim, account, demand or suit against the Library on his or her own behalf of any member of his or her family arising out of any personal injury or property damage or for any unlawful benefit authorized or permitted by law.

Use of Library Property: No Library Trustee or employee shall use or permit the use of property, owned or leased to the Library, for anything other than official purposes or for activities not otherwise officially approved by the Library Board.

Outside Employment Limitations: No Library Trustee or employee may engage in outside employment or any other outside activity that conflicts with a Trustee's or employee's official duties. A Library Trustee or employee may not receive compensation from any source other than the Library for teaching, speaking or writing that "relates" to the Trustee's or employee's official duties. Library Trustees or employees may not use Library property, nonpublic information or time (including the time of a subordinate) for other than authorized purposes.

Related Party Transactions. The Library Board shall not enter into any related party transaction unless the transaction is determined by the Library Board to be fair, reasonable and in the Library's best interest, after the director, Library Trustee or key employee who has an interest in such transaction has disclosed in good faith to the Library Board the material facts concerning such interest.

Standards of Conduct

Library Trustees and employees shall:

- a. Endeavor to pursue a course of conduct which shall not raise suspicion among the public that he or she is likely to be engaged in acts that are in violation of his or her trust;
- b. Provide the highest level of service to all Library users through appropriate and usefully organized resources, equitable service policies, equitable access, and accurate, unbiased, and courteous responses to all requests;
- c. Uphold the principles of intellectual freedom and resist all efforts to censor Library resources;
- d. Protect each Library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted, consistent with existing law;
- e. Recognize and respect intellectual property rights;
- f. Avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues or the Library; and
- g. Distinguish between one's personal convictions and professional duties and not allow personal beliefs to interfere with fair representation of the aims of the Library or the provision of access to Library resources.

Handling Conflicts of Interest

- a. Full disclosure, by notice in writing, shall be made by the interested parties to the full Library Board in all conflicts of interests, as defined above. Any Library Trustee or employee who has knowledge of a violation of the Code of Ethics by any other employee or Library Trustee or knows of or perceives a direct or indirect conflict of interest, shall report such information to the Library Director. If the incident involves the Library Director, the Library Trustee or employee shall report such information to the President of the Library Board.
- b. Following full disclosure of a possible conflict of interest or any condition listed above, the Library Board shall determine whether a conflict of interest exists and,

- if so, the Library Board shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the Library's best interest. If the conflict involves a related party transaction, the Library Board shall consider alternative transactions to the extent available and shall document, in writing, the basis for its approval and its consideration of alternatives. Voting on such matters shall be by a majority vote without counting the vote of any interested Library Trustee, even if the disinterested Library Trustees are less than a quorum provided that at least one consenting Library Trustee is disinterested.
- c. An interested Library Trustee, director or employee shall not participate in or be present during any discussion or debate of the Library Board, or of any committee or subcommittee thereof in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest.
 - d. Any interested Library Trustee, director or employee is hereby prohibited against making any attempt to influence improperly the deliberation or voting on the matter giving rise to the conflict of interest.
 - e. The existence and resolution of the conflict of interest shall be documented in the Library's personnel records and the Library Board minutes for any meeting at which the conflict was discussed or voted upon.
 - f. A copy of this policy shall be given to each Library Trustee, director and employee upon the commencement of the person's relationship with the Library or at the official adoption of the instant policy. Each Library Trustee, director and employee shall annually sign a statement which affirms that such person (a) has received a copy of the conflicts of interest policy, (b) has read and understands the policy, and (c) has agreed to comply with the policy. Failure to sign does not nullify the policy.

Penalties

In addition to any penalty contained in any other provision of law, a Library Trustee or employee who shall knowingly and intentionally violate any of the provisions of this Code of Ethics and Conflict of Interest Policy may be subject to disciplinary action up to and including the imposition of fines, suspension, and/or dismissal in the manner provided by Library policy, collectively negotiated agreement, and applicable law.

Nothing in this policy shall be deemed to diminish or impair the rights of an employee or the Library under any law, rule, regulation or collectively negotiated agreement or to prohibit any personnel action which otherwise would have been taken regardless of any Code of Ethics violation.

MEETING ROOM USE POLICY

First Reading: 04.13.2022

The meeting rooms of the Liverpool Public Library are primarily for the use of the library for its own programs and activities. The Library's use of its own facilities, including the building and grounds, for its own purposes, will always take precedence over any other use.

Use of the Meeting Rooms/Lobby by Groups, Organizations, and Agencies

The Board of Trustees of the Liverpool Public Library welcomes and encourages the use of the library's meeting rooms or lobby by not-for-profit groups, organizations, and agencies engaged in educational, cultural, intellectual, or civic meetings or activities of interest and/or benefit to the community.

Use of the library's meeting rooms and lobby is available to qualifying entities without regard to the religious, political, philosophical, or other content of speech at such meetings.

Granting of permission to use the library facilities does not constitute an endorsement by the Board of Trustees or the library staff of the beliefs or ideas expressed by organizations or individuals using the space.

Duly constituted continuing political groups may use the rooms for general purposes as long as the meeting is open to the entire public, not just members of that particular party. Committees for the advancement of an individual's political campaign shall be denied such use.

Community groups are limited to one meeting room use per month. **Short term or limited** exceptions may be granted by the Board of Trustees.

Independent events or meetings of community groups will not be publicized in a manner that might suggest Liverpool Public Library sponsorship or affiliation. All meetings, programs, and events (except lawful executive sessions of governmental bodies) will be open to the public, should anyone wish to attend.

Public performances of copyrighted material such as music and movies usually require the permission of the copyright holder. The group planning to show or perform such material is solely responsible for obtaining the required copyright clearance.

Fees

Meeting admittance must be free.

No admission or donation fee may be charged. The only exceptions are:

- 1-- Paid registration at conferences or institutes, held in cooperation with the library.
- 2-- Payment of fees for regularly scheduled education courses.
- 3-- Payment for materials required for educational projects.

Fundraising, Sales, and Giveaways

Sales of products, services, or fund-raising are permissible only under the following circumstances:

1-- It must be part of a Library-sponsored or co-sponsored program or activity, and the general nature of items to be sold or given away are approved by the Director in advance.

OR

2-- It must, in whole or in part, benefit the Liverpool Public Library.

Other Sales or Fundraising

Except as noted above, products or services may not be advertised or sold in the library except to benefit the library. Solicitation is not allowed in the library or on library grounds.

Safety Rules

The Board of Trustees bears the responsibility for protecting the safety of the building and its contents and the health and wellbeing of those who use the premises. Activities detrimental to those responsibilities are prohibited.

No alcoholic beverages may be served or consumed.

No candles with open flames are allowed.

Community groups applying for the use of library meeting rooms are responsible for fully communicating the scope of activities planned, including anticipated attendance and any out of the ordinary impact their event might have on library operations.

Community groups using the library meeting rooms are expected to leave the room in the condition it was found and clean up any trash or waste.

The library reserves the right to deny or revoke permission to any user or group whose planned use of the library's meeting rooms is deemed detrimental to the library's operations or does not comply with this policy. Violation of policies and procedures may result in denial of future access to the space.

The Director may from time to time promulgate rules and regulations for the scheduling and use of library meeting rooms.