



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**August 11, 2021**  
**Carman Community Room**

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

**REGULAR MEETING**

**A. CALL TO ORDER**

President Budmen called the reorganizational meeting to order at 6:33 p.m.

**B. SALUTE TO THE FLAG**

**C. ACCEPT JULY MEETING MINUTES**

**D. CORRESPONDENCE: none**

**E. AGENDA CHANGES: The Open Forum and Executive Session were moved up on the agenda.**

**F. OPEN FORUM: Union President, Maggie Foster, asked the board to consider closing the library on Sunday, December 26, 2021. The closing would be unpaid and a one-time request.**

Hluchyj made a motion to close the library, as an unpaid closing for staff, on Sunday, December 26, 2021. Seconded by Shapley.

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

Final Resolution: Motion Carried

**G. EXECUTIVE SESSION**

Budmen stated the need for an executive session to discuss a legal matter with action to follow. Baker made a motion and Hewitt seconded to move into executive session for the previously stated matter.

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

Final Resolution: Motion Carried

Wisniewski and Smith were asked to attend.

The board moved into executive session at 7:12 p.m. with action to follow.

Schapley made a motion to return from executive session at 7:27 p.m, seconded by Baker.

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

Final Resolution: Motion Carried

**H. REPORTS TO THE BOARD**

**1. Financial Report**

- The Board received the Budget Status Report through June. These reports were previously distributed electronically.
- Bank Statements through May 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 July 15, 2021, through August 11, 2021.  
Baker made a motion to authorize payment of the audited invoices. Schapley seconded the motion.  
Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.  
Final Resolution: Motion Carried

## 2. President's Report

- The Director's Annual Evaluation was completed. A written evaluation was given to the Director and goals were set. Budmen would like the evaluation process to be formalized and asked for volunteers to form a sub-committee. Hewitt stepped up to lead the subcommittee and Hluchyj offered to assist.

## 3. Director's Report

- Masks are once again required by public and staff in the library. Custodial and Security staff report the public, not wearing a mask, are more compliant when asked to put on a mask. Grab n Go remains an option to for patrons who prefer not to enter the library for their holds.
  - The millwork pieces for the Children's Room are expected soon along with the remaining shelves.
  - Programming is still being held outside under the tent and will continue as long as the weather cooperates.
  - Our Children's Librarians created 16 Discovery to go kits with funds from last year's Richberg Grant. Each kit has a different theme, such as Seasons and Weather, Life Cycles, Transportation, etc, and all tie into STEAM.
  - LPL has launched a Telehealth program to assist our patrons with telemedicine appointments. A study room is reservable along with a chromebook if needed.
  - Legal has reviewed the MOU between LPL and LCSD for the digital student library card program.
4. OCPL Report: The proposed MOU with all county member libraries and OCPL was provided to the trustees for their review. The MOU will be on the September Board agenda for discussion and approval

## I. ITEMS FOR ACTION AND DISCUSSION

### 1. Personnel Changes

#### **RESIGNATION**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Coviello, Carrie	Library Clerk I (PTAN)	7/28/2021

#### **PROMOTION**

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Fahsel, Eric	Custodial Worker I (PT)	\$14.50 p/h	9/11/2021

#### **APPOINTMENTS**

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Daghita, David	Systems Librarian (provisional)	\$28.17 p/h	8/23/2021

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

2. Program Policy for First Reading

Hluchyj made a motion and Gouger seconded to approve the policy for first reading.  
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.  
Final Resolution: Motion Carried

3. Volunteer Policy for First Reading

Hluchyj made a motion and Baker seconded to approve the policy for first reading.  
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.  
Final Resolution: Motion Carried

4. Social Media Policy for Employees for First Reading

The policy was tabled until the September meeting

5. CSEA Contract Agreement effective July 1, 2021, through June 30, 2022

Motion by Schapley to accept the agreement as presented second by Hewitt.  
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.  
Final Resolution: Motion Carried

6. Management Agreement effective July 1, 2021 through June 30, 2022

Motion by Gouger to accept the agreement as presented second by Schapley.  
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.  
Final Resolution: Motion Carried

J. BOARD FORUM:

Gouger made a motion to give the Director a 1.5% raise effective July 1, 2021, which was seconded by Baker.

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

- Baker commented on the Telehealth program and thanked the staff for having the foresight to implement the program. Wisniewski mentioned hotspots are available to assist with telehealth appointments outside the library.
- Gouger mentioned the annual NYLA Conference is in Syracuse this year and will be held November 3<sup>rd</sup> – 6<sup>th</sup>.

K. ADJOURNMENT: The meeting was adjourned at 8:05 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board