



BOARD OF TRUSTEES MEETING
Wednesday, August 11, 2021 at 6:30 p.m.
Carman Community Room

REGULAR MEETING

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT JULY MEETING MINUTES
- D. CORRESPONDENCE
- E. AGENDA CHANGES
- F. REPORTS TO THE BOARD
 - 1. Financial Report
 - a. Approval of Invoices for July 15, 2021 through August 11, 2021
 - 2. President's Report
 - a. Director's Evaluation
 - 3. Director's Report
 - 4. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
 - 1. Personnel
 - 2. Program Policy for First Reading.
 - 3. Volunteer Policy for First Reading
 - 4. Social Media Policy for Employees for First Reading
 - 5. Approval of the CSEA Contract effective July 1, 2021 through June 30, 2022.
 - 6. Approval of Management Agreement
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION – *if needed*
- K. ADJOURNMENT



MINUTES
BOARD OF TRUSTEES MEETING
July 14, 202
Sargent Meeting Room

**Trustees present: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin,
Schapley (arrived at 6:43)**

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

REORGANIZATIONAL MEETING 2021-2022

A. CALL TO ORDER

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

B. SALUTE TO THE FLAG

C. OATH OF OFFICE: The Oath of Office was administered by Ashley Gouger to Kay Budmen, John Hluchyj, and Dennis McLaughlin

D. ELECTION OF OFFICERS: Gouger and Hluchyj representing the Nominating Committee presented the following slate of officers and appointments for 2021-2022:

President: Kay Budmen

Vice President: Ashley Gouger

Secretary: Mary Schapley

Motion by Baker second by Hewitt.

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

Final Resolution: Motion Carried.

E. APPOINTMENTS

1. Clerk to the Board: Martina St.Leger

2. Treasurer: Carol-Anne Mathews

3. Independent Auditor: Insero & Co

4. Claim Auditor: Sharry Char

5. Official Newspaper: The Post Standard

6. Attorney: Robert Germain of Germain & Germain LLP, legal counsel, Labor Relations and employment matters

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

8. Records Retention Officer: Sheila Smith

Motion by Gouger second by Hluchyj.

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

Final Resolution: Motion Carried.

F. ADOPT 2022 ANNUAL CLOSING CALENDAR

McLaughlin made a motion and Hluchyj seconded to adopt the 2022 Annual Closing Calendar as presented.

Motion by Budmen second by Hluchyj.

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

Final Resolution: Motion Carried.

G. DESIGNATE MEETING DAYS

Budmen made a motion and Hluchyj seconded to hold the board meetings at 6:30 p.m. on the second Wednesday of every month unless otherwise noted.

Motion by Gouger second by Baker.

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

Final Resolution: Motion Carried

H. SET PETTY CASH-ON-HAND AMOUNT

MacLaughlin made a motion and Gouger seconded to set the petty cash-on-hand amount at \$150 administered by the Business Manager. All were in favor.

Motion by Hewitt second by McLaughlin.

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

Final Resolution: Motion Carried

I. SET MILEAGE REIMBURSEMENT RATE: The standard mileage rate for the use of a car (also vans, pickups or panel trucks) is 56 cents per mile for the calendar year 2021. The standard mileage rate is likely to change on January 1, 2022.

Motion by Schapley to set the reimbursed mileage rate equal to the current business rate as determined and posted by the Internal Revenue Service second by Hluchyj.

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

Final Resolution: Motion Carried

J. APPROVAL OF CHASE AND KEY BANK WITH AUTHORIZED SIGNATURES

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

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

Final Resolution: Motion Carried

K. APPROVAL OF SALARY SCHEDULE: Civil Service Requirement

Baker made a motion and Gouger seconded to approve the Salary Schedule as presented.

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

Final Resolution: Motion Carried

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

The meeting was adjourned at 6:48 p.m

REGULAR MEETING

A. CALL TO ORDER

President Budmen called the regular meeting to order at 6:49 p.m

B. ACCEPT JUNE MEETING MINUTES

C. CORRESPONDENCE: none

D. AGENDA CHANGES: none

E. 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 April 2020 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.
- Baker reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorizes account transfers and payment of invoices dated June 10, 2021, through July 14, 2021.

Schapley seconded the motion.

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

Final Resolution: Motion Carried

2. President's Report

- No report

3. Director's Report

- LPL will return to full open hours beginning Tuesday September 7, 2021.
 - Monday – Thursday, 9am – 9pm
 - Friday, 9am – 5pm
 - Saturday 9am – 4pm
 - Sunday, 11am – 4pm
- Dewitt, Tully, and Manlius Libraries have all gone fine free now.
- The renovation of the Children's Room has been delayed a bit. The shelving and furniture were ordered in a timely manner, but supply chain issues have caused delays. A smaller children's collection is available in the studio space.

4. OCPL Report: MOU committee working on the agreement between OCPL and member libraries for the services provided by OCPL to member libraries. Each member library will have to approve the MOU and accept it prior to their September Trustees meeting.

F. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

No changes

2. Surplus List

Inventory ID	Date Acquired	Item Description	Reason for Surplus
23314	7/1/2007	MovinCool PC7 Poratble Air Conditioning Unit	Replaced with a better model
23413	5/30/2013	AWE Afterschool Edge workstation	Out of date
23402	12/17/2012	Computer, AWE Early Literacy Station	Out of date
23422	6/13/2014	Computer, Dell Optiplex 9020 AIO Computer	hardware failure
23425	6/13/2014	Computer, Dell Optiplex 9020 AIO Computer	Logic board issues

Motion by Baker second by Hluchyj.

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

Final Resolution: Motion Carried

3. Richberg Grant

The library received notification of the distribution amount available (\$13,300) this year from the *Alfred W. Richberg Fund for Liverpool Public Library*. The library is required to submit a proposal documenting how it plans to utilize the annual distribution. This year's grant proposal will provide funding for the construction and installation of the Interactive wall, Pixel wall, and Child Carell in the Children's Room

Motion by Baker to authorize the Director to submit grant application second by Hewitt.

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

Final Resolution: Motion Carried

G. OPEN FORUM: no comments

H. BOARD FORUM: President Budmen welcomed Dennis McLaughlin to the board.

I. EXECUTIVE SESSION – 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 for the previously stated matter.

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

Final Resolution: Motion Carried

Wisniewski, Reckhow and Smith were asked to attend.

The board moved into executive session at 7:13 p.m. with no action to follow.

The executive session for the legal matter ended at 7:43 p.m.,

The executive session to discuss the Director's annual performance review began at 7:44 p.m.

Wisniewski, Reckhow and Smith were asked to attend.

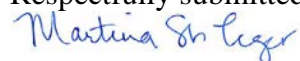
Baker made a motion to return from executive session at 8:25 p.m, seconded by Hewitt.

Aye: Baker, MacLaughlin, Budmen, Hewitt, Hluchyj, Schapley.

Final Resolution: Motion Carried

J. ADJOURNMENT: The meeting was adjourned at 8:26 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board

LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 08/04/2021

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	0.00	0.00	3,890,400.00	
1081-000		Contrib in Lieu of Taxes	65,000.00	65,000.00	0.00	0.00	65,000.00	
2082-000		Library Charges	15,000.00	15,000.00	0.00	0.00	15,000.00	
2401-000		Interest Earnings	1,000.00	1,000.00	0.00	0.00	1,000.00	
2680-000		Insurance Recoveries	0.00	0.00	0.00	0.00		
2703-VCK		Outstanding Check P/Y	0.00	0.00	0.00	0.00		
2705-000		Gifts and Donations	18,000.00	18,000.00	0.00	0.00	18,000.00	
2705-DJB		Gifts and Donations-Boyce	0.00	0.00	0.00	0.00		
2760-000		Other Than LLIA Grants	0.00	0.00	0.00	0.00		
2770-000		Other Unclassified	48,000.00	48,000.00	0.00	0.00	48,000.00	
2770-ADJ		Misc. Short and Over	0.00	0.00	0.00	0.00		
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	0.00	0.00	30,000.00	
5999-000		Appropriated Fund Balance	0.00	0.00	0.00	0.00		
Total PUBLIC LIBRARY			4,068,400.00	4,068,400.00	0.00	0.00	4,068,400.00	0.00

Selection Criteria

Criteria Name: Last Run
 As Of Date: 08/04/2021
 Show Actual revenue in 'As Of' cycle
 Sort by: Fund
 Printed by Martina St. Leger

* 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: 08/04/2021

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	146,586.51	0.00	1,268,503.11	520,910.38
200 Furniture & Equipment		85,000.00	0.00	0.00	0.00	85,000.00
400 Contractual		371,300.00	28,694.26	3,970.12	0.00	342,605.74
450 Supplies		402,000.00	6,273.69	5,190.72	0.00	395,726.31
810 Employee Retirement		230,000.00	20,000.11	0.00	176,222.90	33,776.99
830 Social Security		160,500.00	11,213.82	0.00	97,040.51	52,245.67
840 Workers Compensation		25,000.00	0.00	0.00	0.00	25,000.00
850 Unemployment Insurance		5,000.00	0.00	0.00	0.00	5,000.00
860 Health Insurance		925,000.00	74,499.89	74,499.89	0.00	850,500.11
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00
Total PUBLIC LIBRARY		4,139,800.00	287,268.28	83,660.73	1,541,766.52	2,310,765.20

PERSONNEL CHANGES

RESIGNATION

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

PROMOTION

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

APPOINTMENTS

Name	Position	Salary	Start Date
Martin, Margaret	Librarian I	\$21.98 p/h	8/17/2021
Daghita, David	Librarian II	\$28.17 p/h	8/23/2021

**Liverpool Public Library
Board Policy**

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PROGRAM POLICY

First Reading: 08.11.2021

Library programs are offered for all groups to reflect the diversity of the community.

Programs meet the informational, educational and cultural needs and interests of community members and are designed to introduce and encourage use of the library and its materials.

Attendance at library programs or co-sponsored programs will be free of charge to attendees. The only exceptions are in the case of paid registration for conferences or institutes, held in cooperation with the library, payment of fees for regularly scheduled education courses sponsored by non-profit organizations, or payment for materials required for educational projects, group discussion, or instruction.

VOLUNTEER POLICY

First Reading: 08.11.2021

The Liverpool Public Library Board of Trustees recognizes that volunteers are an important resource for the library. They are valuable assets to the library and provide important links to the community we serve. Their services enhance and supplement the efforts of the paid library staff. Volunteers enrich library services and programming with their energy, creativity, and dedication. They provide opportunities for partnering with the Liverpool Central School District and other groups and agencies seeking to place volunteers. Library staff will continually work to recognize the contribution of Library volunteers and seek to expand the Library volunteer group as needed.

Liverpool Public Library volunteers are bound by the rules contained in all Library policies and procedures. They are recognized as representatives of the Library and as such are guided by the same work and behavior codes. Volunteers working in the library are covered by the Library's Property and Liability Insurance policies.

Liverpool Public Library Board Policy

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Social Media Policy for Employees

First Reading: 08.11.2021

Liverpool Public Library uses social media as an enrichment tool for enhanced communication, sharing/collaboration and information exchange between patrons, the public, and staff. This policy governs employee use of social media which includes any online communications and may include information regarding Library programs, services, collections, news, and projects, as well as useful and entertaining information. Social media is defined as any forum that allows users to share information, and includes, but is not limited to, blogging, social networking sites, wikis, posts, and community reviews. Examples include, but are not limited to, LinkedIn, Snapchat, Facebook, YouTube, Instagram, and Twitter.

Information distributed via social media directly reflects on both the individual and the library. Staff must act professionally and respectfully.

Library employees have the same right to self-expression enjoyed by members of the community, whether it be celebrating our library or discussing matters of public concern. As public employees, Library employees are cautioned that when an employee makes statements pursuant to his/her official duties, it is not protected speech under the first amendment and may form the basis for discipline if deemed a violation of any policy of the library.

- Employees may participate on social media sites while on work time if they have an authorized business need and it is approved by the Library Director or designee in advance.
- Employees are prohibited from creating new social media accounts on behalf of the library without prior approval from the Library Director or designee. All content must be reviewed and edited by the Communications Department.
- Employees are prohibited from posting or otherwise sharing confidential library information or personal information regarding library patrons or their colleagues. Examples include, but are not limited to, home addresses, telephone numbers, social security numbers or medical information.
- Employees may not post personal views or statements as representing the views or statement of the Library. Employees who choose to identify themselves as employees of the Library on social media should clearly and prominently state that the views are their own and they are not representing the Library. Employees should note that even when they may have a disclaimer following such statements, they can be considered a Library employee.
- LPL's Anti-Harassment Policy shall apply to employee posts and comments.
- Employees must abide by the LPL Computers and Networks: Employee Use policy.
- Employees must comply with copyright laws and standards.

The Library will review alleged violations of policy on a case-by-case basis. Anyone with information as to an alleged violation of this policy shall report said information to the Library Director, who shall investigate the matter consistent with Library policies. Violations of the policy will result in a referral for disciplinary action as appropriate, up to and including termination. There will be no retaliation of any employee that reports or participates in an investigation of such violations.

TENTATIVE AGREEMENT

BETWEEN

LIVERPOOL LIBRARY

CSEA

For contract years July 1, 2021 – June 30, 2022

ARTICLE 10 – COMPENSATION

Effective 7/1/21, a percentage increase of 1.5%

APPENDIX B

ENTRY LEVEL PAY RATES

Library Clerk I from \$11.80 to \$12.50	Administrative Asst. Aide From \$21.13 to \$22.50
Library Clerk II from \$13.05 to \$16.00	Library Director \$45.00
Custodian I from \$14.64 to \$18.00	Assistant Library Director \$35.00
Library Clerk III from \$15.23 to \$20.50	System Librarian from \$25.55 to \$27.00
Graphic Technician to \$20.50	Network Administrator \$27.00
Public Information Asst. From \$15.98 to \$20.50	Librarian III from \$25.55 to \$27.00
Account Clerk III to \$20.50	Administrative Asst. \$27.00
Librarian Asst. From \$17.00 to \$20.75	Personnel Analyst \$25.50
Custodian II from \$17.00 to \$20.75	Librarian II from \$23.08 to \$25.50
Lan Technical Support Spec. From \$19.25 to \$21.98	Security Supervisor \$22.50
Personnel Aide \$21.98	Librarian I \$21.98
Public Information Spec. \$22.50	

ARTICLE 10 - COMPENSATION

B. — Employees who receive a wage increase during the term of this agreement due to New York State minimum wage increase will not receive any contractual wage increase during the same term.

Employees will either receive the new starting salary bump in Appendix B or a wage increase of 1.5% - whichever is greater. Employees receiving the NYS minimum wage increase will not be receiving the 1.5% increase. This language will sunset on the expiration of this agreement.

ARTICLE 11 LEAVE BENEFITS

NEW: Employees working less than 14 hours per pay period (two weeks) will not receive leave benefits under Article 11.

ARTICLE 13 HEALTH INSURANCE

Effective July 1, 2008, the prescription co-pay for unit employees will be \$5.00 generic and \$10.00 for name brand prescription. Mail order will be \$10.00 generic and \$20.00 name brand.

Effective July 1, 2021, the prescription drug benefit shall be: A thirty (30) day supply retail shall cost the participant a five (5) dollar co-pay for tier one prescriptions; a fifteen (15) dollar co-pay for tier two prescriptions; and a thirty (30) dollar copay for tier three prescriptions.

A ninety (90) day mail order supply shall cost the participant a ten (10) dollar co-pay for tier one prescriptions; a thirty (30) dollar co-pay for tier two prescriptions and a sixty (60) dollar co-pay for tier three prescriptions.

ARTICLE 14 RETIREMENT/RESIGNATION

ADD: Employees with at least one year of service, Upon resignation or retirement, permanent employees will have their remaining personal leave converted to sick leave and will be paid for the converted hours in accordance to the guidelines delineated in the contract for payment for unused sick leave.

ARTICLE 14 RETIREMENT/RESIGNATION

14.1 Upon resignation or retirement, permanent employees will not be paid for any remaining floaters, **ADD:** and banked holidays.

ARTICLE 15 - LAYOFFS AND RECALL

15.1 Layoff Procedure

In the event of a layoff, the Employer shall provide an employee who is to be laid off with written notice of the layoff at least ~~sixty (60)~~ forty-five days (45) calendar days prior to the effective date of the layoff.

CSEA

DATE 7/6/21

LIVERPOOL LIBRARY

Frank Antonucci

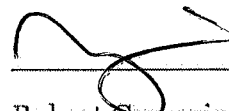
Frank Antonucci, LRS



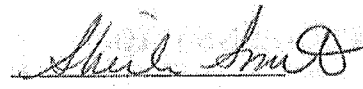
B. Maggie Foster, UP



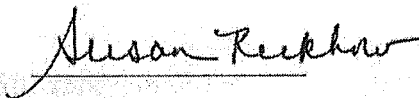
Edina Osmanovic, VP



Robert Germain, ESQ



Sheila Smith



Susan Reckhow

Liverpool Public Library Management Agreement

Agreement effective July 1, 2021 through June 30, 2022, between the BOARD OF TRUSTEES and the MANAGEMENT CONFIDENTIAL EMPLOYEES.

Management Confidential Employees will receive salaries and benefits at the same rate (1.5%) as the recently approved contract from July 1, 2021 through June 30, 2022 with the following exceptions:

1. In lieu of the annual award for service, management confidential employees will receive an additional thirty-five (35) hours of vacation time. Employees have the option to request payment in lieu of time off.
2. Management confidential employees must have completed no less than ten (10) years of continuous employment at Liverpool Public Library at the point of resignation or retirement to receive Health/Dental insurance benefits.
3. Management confidential employees will flex time worked on Sunday at straight time.
4. Management confidential employees are not eligible to earn compensatory time.

All other employment matters refer to the Employee Handbook. This agreement is applicable to the following employees: Library Director, Assistant Library Director, Administrative Assistant, and Administrative Aide to the Director. This agreement may be revisited at anytime during the agreement period.

Signed: _____
Kay Budmen, LPL BOT President

Signed: _____
Glenna Wisniewski, Director

Signed: _____
Susan Reckhow, Assistant Director

Signed: _____
Sheila Smith, Administrative Assistant

Signed: _____
Martina St Leger, Administrative Aide to the Director