



MINUTES
BOARD OF TRUSTEES MEETING
August 14, 2024
Carman Community Room

Trustees present: Budmen, Gouger, Hluchyj, McLaughlin, Mainville, Wood
absent: Hewitt

Staff: S. Reckhow, Director; A. Borelli, Asst. Director; S. Smith, Business Manager;
C. Reynolds, Clerk to the Board

REGULAR MEETING

- A. CALL TO ORDER: President McLaughlin called the meeting to order at 6:31 p.m.
- B. SALUTE TO THE FLAG
- C. ACCEPT JULY MEETING MINUTES
- D. CORRESPONDENCE: none
- E. AGENDA CHANGES: none
- F. REPORTS TO THE BOARD
 1. Staff Report- Thomas Pettitt, Community Engagement Librarian
 - Thomas shared with the board some of his background as an Adult Services Librarian with Marcellus Library. Here at Liverpool Library he's been busy with many outreach programs including books by delivery and book boxes. Thomas is involved with the deaf community and recently submitted a grant proposal for "Liverpool Signs", a six-week introductory sign language course.
 2. Financial Report
 - The Board received the Budget Status Reports through July. These reports were previously distributed electronically.
 - Bank Statements through April 2024 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 11, 2024, through August 14, 2024.

Gouger made a motion to authorize payment of the audited invoices. Wood seconded the motion.

Aye: Gouger, Budmen, Hluchyj, McLaughlin, Mainville, Wood.

Final Resolution: Motion Carried

Hluchyj made a motion to amend the petty cash amount to \$300. Budmen seconded the motion.

Aye: Gouger, Budmen, Hluchyj, McLaughlin, Mainville, Wood.

Final Resolution: Motion Carried
 3. President's Report: McLaughlin reminded board members about the state requirement to complete at least 2 hours of training annually.
 4. Director's Report
 - Reckhow outlined the plans for Staff Development Day. The morning will include two guest speakers: William Myhill, Syracuse University's Director of Disability Access and ADA

Coordinator and Monica Williams, Onondaga County’s Chief Diversity Officer. In the afternoon staff will break out into groups to work on guided exercises on implementing our Strategic Plan.

- LPL recently hosted the Liverpool School District’s Administrative Staff Retreat. Reckhow spoke briefly about the great partnerships LPL has with LCSD.
- A two-day architecture camp took place in August. Ashley McGraw Architects and Appel Osborne Landscape Architecture guided a small group of teens through the creative process of designing a new addition to the LPL Dinosaur Garden.
- LPL will be participating in a village Halloween parade this year. Stations will be setup for patrons to engage with our community partners.
- The Early Literacy Mobile consultant is working on drawing out the specifications into an RFP
- LPL is looking for volunteers to help with National Voter Registration Day on 9/17/24
- OCPL board meeting will be held at LPL on 9/18/24
- ‘Pool Pass is going forward with the goal of a limited roll out by late fall.

5. OCPL Report:

- Susan participated in the Member Director Focus Group for OCPL’s strategic plan

6. Trustee Advisory Council:

- Hluchyj will reach out to have Budmen added to Councils email list.

G. ITEMS FOR ACTION AND DISCUSSION

1. Janice Harvey Appreciation

- The board president presented Janice Harvey with a certificate of appreciation for her commitment and expertise throughout the LPL’s strategic planning process.

2. Personnel Changes

| | Name | Position | Salary | Effective Date |
|-------------|--------------------|----------------|-------------|----------------|
| Appointment | Abukar, Abdishakur | Cust. Worker I | \$31,813.60 | 7/16/2024 |
| Termination | Abukar, Abdishakur | Cust. Worker 1 | \$31,813.60 | 8/03/2024 |

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

Aye: Budmen, Gouger, Hluchyj, McLaughlin, Mainville, Wood.

Final Resolution: Motion Carried

3. Program Policy for First Reading

Motion to approve the policy for first reading by Gouger second by Mainville. Brief discussion of the policy.

Aye: Budmen, Gouger, Hluchyj, McLaughlin, Mainville, Wood

Final Resolution: Motion Carried

4. Volunteer Policy for First Reading

Motion to approve the policy for first reading Budmen second by Gouger. Discussion on background checks and slide show with basic policies for volunteers.

Aye: Budmen, Gouger, Hluchyj, McLaughlin, Mainville, Wood

Final Resolution: Motion Carried

5. Richberg Fund

Gouger made a motion, second by Budmen, to authorize the Director to submit a grant proposal to the CNY Community Foundation for the Alfred W. Richberg Fund for Liverpool Public Library annual

distribution in the amount of \$14,300. The grant will provide funding for various departments for programs geared towards learners and students of all ages.

Aye: Budmen, Gouger, Hluchyj, McLaughlin, Mainville, Wood
Final Resolution: Motion Carried

H. OPEN FORUM: None

I. BOARD FORUM:

- Wood shared an announcement from Digital Public Library of America on Palace Marketplace. Palace Marketplace will offer licensing models to better serve libraries while expanding e-content collections.
- Hluchyj told the board that this would be his last meeting. He thanked the board and library staff for making his role as a trustee so much easier. Hluchyj has been honored to be a part of such an incredible group and is looking forward to starting a new adventure.

J. EXECUTIVE SESSION – None

K. ADJOURNMENT: The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Colette Reynolds

Colette Reynolds, Clerk to the Board