



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**December 6, 2017**  
**Carmen Community Room**

**Trustees present: Spadafore, Budmen, Gutierrez, Hewitt, Hluchyj, MacLaughlin, Schapley.**  
**Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St. Leger, Clerk to the Board**  
**Others: Staff and Community Members**

**REGULAR MEETING**

**A. CALL TO ORDER**

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

**B. SALUTE TO THE FLAG**

**C. CORRESPONDENCE:**

- Thank you note - patron won a basket at an outreach event held at Runnings.
- Thank you note - Mr. G. helped a patron with email.
- Thank you note – Librarian G. Withers helped a student.

**D. AGENDA CHANGES: none**

**E. CONSENT AGENDA**

1. Approval of November 1, 2017 Regular Meeting Minutes
2. Approval of Monthly Bills for November  
Shapley made a motion and Hluchyj seconded to approve the Consent Agenda. All were in favor.

**F. REPORTS TO THE BOARD**

**1. Audit Report – Inero**

- Jerry Mickelson of Inero & Co CPAs discussed the recent audit of the Liverpool Public Library finances from July 1, 2016 – June 30, 2017. A draft copy of the audit was provided.
- There was a discussion regarding claims auditing reports. Mickelson will follow up with the NYS Office of the State Comptroller auditors for clarification on where the claims auditing should be completed (LPL or LCSD).

**2. Financial Report**

- Morgan provided an update to the board regarding the current year revenue and expense statements, and a forecast of expected expenses and revenues.

**3. President’s Report**

- Spadafore brought Italian cookies for everyone from Caruso Pastry Shoppe in Utica.

**4. Director’s Report**

- The Lobby Book sale brought in \$1,842.75 in November, while the wishing well had \$41.30. The gift shop sales totaled \$95.70, the donation box contained \$89.19 which includes \$2.00 in donations from patrons attending movies, \$23.00 in artists commission and a \$25 donation check. Passport photos generated \$40.

- Thank you to Big Mike Fiss for the donation of two complete sets of “Big Mike Christmastime in Syracuse” CDs. There are 15 CDs in each set which have been placed in our local music collection.
- Update on the smoke situation. There has been no reply from State Farm to an email inquiry. Another email has been sent to an additional email address for State Farm with no reply to date. Temperatures have been moderate thus far in the season which has kept the wood burning to a minimum.
- Renovation of the public bathrooms is included in the LCSD phase four capital project. Residents will have the opportunity to vote on December 14<sup>th</sup> at the High School.
- CLRC held its annual Legislative Breakfast Dec 1 at La Casita Cultural Center. State Senator Valesky, and State Assemblyman Stirpe were in attendance while other legislators sent a representative.
- Trustee Budmen inquired about the types of training conducted for staff, particularly active shooter training. LCSD recently held an active shooter training with school district staff which was well done and very realistic.

5. OCPL Report:

- Susan Mitchell has resigned as Director and will be taking over as the head of the North Country Library System based out of Watertown. An Interim Director has not been announced yet. The next OCPL board meeting is December 13<sup>th</sup>.
- Two key administrative positions are in the process of being filled.

6. Bylaws Committee Report

- Copies of the proposed bylaws have been provided.
- A two-term limit has been added to Article 1, Section 3C.
- Article 3 Section 2 addresses the responsibilities of LCSD regarding financial matters. It is recommended the bylaw change be communicated to LCSD.
- There is a recommendation to review the bylaws every three years.

G. ITEMS FOR ACTION AND DISCUSSION

1. Whistleblower Policy for First Reading.

Budmen made a motion and Hluchyj seconded to approve the policy for first reading. All were in favor. Motion carries.

2. Mission Statement for First Reading

Shapley made a motion and Budmen seconded to approve the policy for first reading. Discussion followed regarding changes to the mission statement. Budmen suggested the addition of Our mission is to the beginning of the statement. The change is made without objection. All were in favor. Motion carries.

3. Personnel

Gutierrez made a motion and Hewitt seconded to accept the Personnel Changes as presented.

APPOINTMENTS				
First Name	Last Name	Position	Pay Grade	Effective Date
Brandon	Southwick	Security Guard	3	11/30/2017

TERMINATIONS				
First Name	Last Name	Position	Pay Grade	Effective Date
Jennifer	Dunn	Security Guard	3	10/31/2017

All were in favor. Motion carries.

4. Staff Development Day Closing

Budmen made a motion to close the library all day on Tuesday, April 10<sup>th</sup> for Staff Development Day. Shapley seconded the motion. All were in favor. Motion carries.

5. Preliminary Budget discussion.

The board discussed plans and goals for the 2018-2019 budget.

H. OPEN FORUM:

- Morgan thanked Insero and Co. for the audit results.
- Personnel Analyst Robin Davis thanked Spadafore for the cookies. Davis responded to the earlier discussion of active shooter training for the staff. NYS Trooper, Brian DeRochie has done two prior trainings with the staff and has offered to help with active shooter training to be done in the library.

I. BOARD FORUM:

- Trustee MacLaughlin pointed one other change to the bylaws in Section 5C. All trustees will be required to sign a Conflict of Interest Statement annually.
- MacLaughlin also followed up on a discussion from last month. Since the November board meeting MacLaughlin had a good meeting with LCSD Superintendent Potter, who expressed his support of the library and its importance to the school district. The meeting was very positive. MacLaughlin stated the library is well served to have their own internal auditor and the result has been positive.
- Trustee Budmen shared information with the board regarding the Bresnahan Book Award which will be given out in March. Every other year students in kindergarten through sixth grade read the 10 finalists for the Charlotte Award and vote for their favorite. They are pleased to have the first recipient of the Bresnahan Book Award, Salina Yoon, returning this year to speak to all the students.

J. EXECUTIVE SESSION –

Spadafore stated the need for an executive session to discuss two matters with action to follow. Shapley made a motion and Budmen seconded to move into executive session for the previously stated matter. All were in favor. Wisniewski was asked to attend. The board moved into executive session at 8:09 p.m. with action to follow.

Hewitt made a motion to return from executive session at 8:20 p.m, seconded by Hluchyj. All were in favor.

MacLaughlin made a motion to award Martina St.Leger a holiday bonus for service to the board in the amount of \$750 dollars. Seconded by Budmen. All were in favor.

K. ADJOURNMENT

Schapley made a motion to adjourn and Budmen seconded. All were in favor. The meeting was adjourned at 8:21 p.m.

Respectfully submitted,

*Martina St Leger*

Martina St. Leger, Clerk to the Board