



MINUTES
BOARD OF TRUSTEES MEETING
December 11, 2019
Carman Community Room

Trustees present: Baker, MacLaughlin, Gouger, Hewitt, Hluchyj, Shapley

Trustees absent: Budmen

**Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; D. Morgan and S. Smith,
Admin. Assts.; M. St. Leger, Clerk to the Board**

Others: Staff and Community Members

REGULAR MEETING

A. CALL TO ORDER

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

B. SALUTE TO THE FLAG

C. CORRESPONDENCE: Thank you from Syracuse VA for the cards sent by patrons on Veteran's Day.

D. AGENDA CHANGES: none

E. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget Status Report through November. These reports were previously distributed electronically.
- Bank Statements through September 2019 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 Carol Mathews with the reconciliations being done by LCSD's Michelle Stanton. 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 authorize payment of invoices dated November 14, 2019 through December 13, 2019.
Hluchyj Seconded the motion.
Aye: Baker, MacLaughlin, Gouger, Hewitt, Hluchyj, Shapley.
Final Resolution: Motion Carried

2. President's Report: no report.

3. Director's Report

- November Cash Revenues: Lobby Book Sale = \$1105.75 Gift shop total = \$24.00
Passport photos = \$90 Fines: \$1,091.59 Gifts/Donations = \$50.00
Donations = \$20.00 Movie Attendance = \$9 Wishing well = \$30.53
- We should have substantial completion of the Children's Room by mid-December. Shelving and books will be brought back from storage and the room prepared with a target soft opening on December 23.
- LPL is partnering with US Census Bureau who will host a Job Fair at the library on Saturday, December 14th from noon to 4:30pm.
- The Liverpool Rotary Club had given up their charter a few years back and joined with the Baldwinsville chapter. The Liverpool Rotarians are interested in re-forming as a satellite club under the Baldwinsville chapter. Wisniewski has been asked to join the Liverpool Rotary club with the first meeting on December 12.
- We will schedule the Grand Opening of the library in January 2020.
- Wisniewski will attend the annual Legislative Breakfast hosted by CLRC on December 13th.

4. OCPL Report: The new Executive Director, Christian Zabriskie, will start January 7, 2020. There is a MOU Committee meeting on January 13, 2020 to work on the agreement between OCPL and the member libraries.

F. ITEMS FOR ACTION AND DISCUSSION

1. Meeting Minutes of November 13, 2019 were accepted as published.

2. Personnel Changes

RESIGNATION

Name	Position	Effective Date
Kendig, Lianna	Library Clerk I (PT)	12/23/2019

TERMINATION

Name	Position	Effective Date
Visconti, Nicole	Library Clerk I (PTAN)	12/11/2019

Motion to accept the personnel changes as presented by Baker, second by Hewitt.

Aye: Baker, MacLaughlin, Gouger, Hewitt, Hluchyj, Shapley.

Final Resolution: Motion Carried

3. Patron Code of Conduct Policy for Second Reading.

Motion to accept the policy for first reading by Baker, second by MacLaughlin

Discussion followed.

Aye: Baker, MacLaughlin, Gouger, Hewitt, Hluchyj, Shapley.

Final Resolution: Motion Carried

4. Workplace Violence Prevention Policy for First Reading.

Motion to accept the policy for first reading by Shapley, second by Hewitt.

Aye: Baker, MacLaughlin, Gouger, Hewitt, Hluchyj, Shapley.

Final Resolution: Motion Carried

5. Budget discussion

The Trustees discussed their goals for the 2020-2021 budget.

G. OPEN FORUM: none

H. BOARD FORUM: President Baker presented Dorothy Morgan with flowers and a card on behalf of the Board in honor of her retirement. The board thanked Morgan for her dedicated service to the library and the board.

I. EXECUTIVE SESSION –

Baker stated the need for an executive session to discuss a Personnel Matter pertaining to a particular employee with no action to follow.

Hewitt made a motion and Shapley seconded to move into executive session at 7:03 p.m. with no action to follow for the previously stated matter.

Aye: Baker, MacLaughlin, Gouger, Hewitt, Hluchyj, Shapley.

Final Resolution: Motion Carried

Wisniewski and Morgan were asked to attend.

Baker made a motion to return from executive session at 8:04 p.m, seconded by Shapley.

Aye: Baker, MacLaughlin, Gouger, Hewitt, Hluchyj, Shapley.

Final Resolution: Motion Carried

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

Respectfully submitted,

Martina St. Leger

Martina St. Leger, Clerk to the Board