



BOARD OF TRUSTEES MEETING
Wednesday, December 9, 2020 at 6:30 p.m.

REGULAR MEETING

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT NOVEMBER MEETING MINUTES
- D. CORRESPONDENCE
- E. AGENDA CHANGES
- F. REPORTS TO THE BOARD
 - 1. Financial Report
 - a. Approval of Invoices for November 12, 2020 through December 9, 2020
 - 2. President's Report
 - a. Patron Concern
 - 3. Director's Report
 - a. Collection Diversity
 - 4. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
 - 1. Personnel
 - 2. Internet Use Policy for 1st Reading
 - 3. LPL Computer Use Policy for 1st Reading
 - 4. External Audit – Insero & Co.
 - 5. Fines.
 - 6. Preliminary Budget Discussion
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION – *if needed*
- K. ADJOURNMENT



MINUTES
BOARD OF TRUSTEES MEETING
November 11, 2020
Liverpool Public Library and via Zoom, YouTube

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

Absent: Schapley

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

REGULAR MEETING

A. CALL TO ORDER

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

B. SALUTE TO THE FLAG

C. ACCEPT OCTOBER MEETING MINUTES.

D. CORRESPONDENCE: none

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Audit Report – Jerry Mikelson, Inero & Co.

- Mr. Mikelson reviewed the results of the financial audit for the fiscal year of July 1, 2019-June 30, 2020 with the board.
- There are no material instances of noncompliance with laws, contracts, and agreements and no material internal control weaknesses at the financial statement level.
- Accounting practices are consistent with government auditing standards. There were no difficulties or issues of concern.
- The board had a good discussion with Mr. Mikelson and had all their questions answered.
- Mr. Mikelson and the board recognized the hard work of Sheila Smith in following procedures throughout the year and making the audit smooth and successful.

2. Financial Report

- The Board received the Budget and Revenue Status Report through October. These reports were previously distributed electronically.
- Bank Statements through September 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.
- Hluchyj reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated October 15, 2020 through November 11, 2020.

Gouger seconded the motion.

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

Final Resolution: Motion Carried

3. President's Report:

- Budmen wanted to recognize Smith for the great job she is doing and stated that Smith's reports are phenomenal. The success of the annual audit is directly credited to Smith's efforts. Kudos!
- The annual NYLA Conference was held (virtually) recently. Hewitt, Gouger and Wisniewski attended and were asked to give the board an update on the conference. Hewitt and Wisniewski attended a session on library law, and both felt the library was well positioned in that regard. Gouger attended a session on privacy which led to a discussion on privacy at LPL and suggested we make a concerted effort to educate our patrons on how their privacy is protected when using the library.
- Budmen asked for an update on the Student Library Card program. Reckhow provided an update which included the creation of an innovative team to follow through with the project. Teams members from LPL are: Joellyn Murry, Children's Librarian, Deanna McGregor, Home School Librarian, Laurel Griffith, Teen Librarian, and David Daghita, Computer Services Librarian. Budmen will facilitate a connection with key LCSD personnel who may be of help with concluding the project

4. Director's Report

- Wisniewski thanked Smith for doing a great job and working diligently with the auditors and completing (and filing) the Annual Update Document required by the NYS Comptroller.
- Collection diversity update: The Building Diverse Collections workshop is wrapping up, and everyone has learned a great deal. Attendees will meet to develop a plan to review the collection, educate fellow co-workers, and implement changes.
- Children's Librarian, McGregor attended a two-day Virtual ALCS National Institute Conference and said the main focus of the panels was diversity: both in authors' backgrounds and ethnicity and how they are represented in their books. One example is how Author Carol Lindstrom discussed representing Indigenous peoples and their fight for clean water which was a very powerful presentation. <https://www.goodreads.com/en/book/show/44581496-we-are-water-protectors> One of McGregor's favorite sessions was Global Citizens Academy: Creating Cross Cultural Experiences for Disadvantaged Youth. She thought it would be something LPL could initiate as a family program. Using "passports", families increase their cultural geography by visiting places around the world through travel vlogs, google maps, and activities.
- With the increase in Covid cases, and Liverpool being in the yellow zone, we are monitoring the situation. We have proactively reduced the number of available appointments and allow a maximum of 25 visitors during open periods.
- Jack Esformes did an assessment of the ventilation in the building and said that we are in good shape and made a few recommendations that we could implement before holding events in the CCR.
- Options for a Dedication plaque were shared with the board and a style was selected. A mockup will be done, and a quote requested.
- MacLaughlin thanked Wisniewski for her very informative monthly reports.
- Budmen let everyone know there is a display of the activity packs the staff put together for patrons according to age group for the board to review. The Activity Packs were recently featured on the front page of the Star Review.

4. OCPL Report: OCPL cuts are starting to affect the member libraries. Our deliveries are down to 2 days each week as opposed to the daily deliveries in the past. A small task force has been put together with a representative of each delivery route to find solutions. The Polaris ILS catalog has been having issues and is being addressed. Due to staff cuts original cataloging is not getting done. We have a part-time Librarian on our staff with many years of original cataloging experience and have offered to assist other member libraries with cataloging items.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

PROMOTION

Name	Position	Salary	Effective Date
Rasmussen, Andrea	Library Clerk III, Coordinator, Circ	\$19.50 p/h	10/19/2020
Daghita, David	Librarian II, Coordinator, Comp.Srvcs	\$27.75 p/h	10/19/2020
Reif, Brett	Library Clerk I (FT)	\$12.07 p/h	11/2/2020

APPOINTMENTS

Name	Position	Salary	Start Date
Reynolds, Colette	Administrative Aide	\$22.80 p/h	11/30/2020

LAYOFFS

Name	Position	Effective Date
DeYett, Christine	Page	11/9/2020
Smukler, Ezekiel	Page	11/9/2020
Spiegel, Terri	Page	11/9/2020
Westcott, Sara	Page	11/9/2020

Motion to accept the Personnel Changes as presented by MacLaughlin, second by Baker.

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

Final Resolution: Motion Carried

2. Credit Card Policy for Second Reading and Final Approval

Motion to accept the policy for second reading and final approval by Hewitt, second by Hluchyj.

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

Final Resolution: Motion Carried

3. Staff Development & Conference Attendance Policy for Second Reading and Final Approval.

Motion to accept the policy for second reading and final approval by Baker, second by Gouger.

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

Final Resolution: Motion Carried

4. Use of Library Vehicles Policy for Second Reading and Final Approval.

Motion to accept the policy for second reading and final approval by Baker, second by Gouger.

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

Final Resolution: Motion Carried

H. OPEN FORUM: no comments

I. BOARD FORUM: no comments

J. ADJOURNMENT: The meeting was adjourned at 7:35 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 12/01/2020

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Budget Account	Description	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
160 Non-Instructional Salarie		2,097,000.00	745,662.21	846,886.23	504,451.56
200 Furniture & Equipment		50,000.00	1,865.74	0.00	48,134.26
400 Contractual		342,150.00	99,642.85	0.00	242,507.15
450 Supplies		369,700.00	93,633.81	0.00	276,066.19
810 Employee Retirement		230,000.00	81,384.76	106,012.43	42,602.81
830 Social Security		160,500.00	55,644.46	64,786.83	40,068.71
840 Workers Compensation		25,000.00	0.00	0.00	25,000.00
850 Unemployment Insurance		1,000.00	1,264.06	0.00	-264.06
860 Health Insurance		864,450.00	286,779.10	0.00	577,670.90
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00
Total PUBLIC LIBRARY		4,139,800.00	1,365,876.99	1,017,685.49	1,756,237.52

LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 12/01/2020

Fiscal Year: 2021

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	3,889,781.22	0.00	618.78	
1081-000		Contrib in Lieu of Taxes	65,000.00	65,000.00	6,862.09	0.00	58,137.91	
2082-000		Library Charges	33,000.00	33,000.00	327.74	0.00	32,672.26	
2401-000		Interest Earnings	1,400.00	1,400.00	33.31	0.00	1,366.69	
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	55,077.46	0.00		37,077.46
2705-DJB		Gifts and Donations-Boyce	0.00	0.00	0.00	0.00		
2760-000		Other Than LLIA Grants	0.00	0.00	3,798.00	0.00		3,798.00
2770-000		Other Unclassified	48,000.00	48,000.00	259.25	0.00	47,740.75	
2770-ADJ		Misc. Short and Over	0.00	0.00	0.05	0.00		0.05
3840-000		State Aid for Libraries	1,000.00	1,000.00	0.00	0.00	1,000.00	
3840-A01		System Cash Grant	38,000.00	38,000.00	0.00	0.00	38,000.00	
5999-000		Appropriated Fund Balance	0.00	0.00	0.00	0.00		
Total PUBLIC LIBRARY			4,094,800.00	4,094,800.00	3,956,139.12	0.00	179,536.39	40,875.51

Selection Criteria

Criteria Name: Last Run
As Of Date: 12/01/2020
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
TREASURER'S REPORT
September 30, 2020

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
JP MORGAN CHASE				
School Lunch XXX XXX 0904	\$1,583,829.92	\$233.78	\$0.00	\$1,584,063.70
General MM XXX-XX6788	\$14,004,807.91	\$0.00	\$0.00	\$14,004,807.91
Reserve MM XXX-XX3311	\$14,326,473.86	\$0.00	\$0.00	\$14,326,473.86
General Disb. NOW XXX-XX5257	\$5,628,275.92	\$0.00	\$5,459.12	\$5,622,816.80
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$2,765,030.25	-\$2,765,030.25 (1)
Public Library savings XXX-XX8316	\$313,342.64	\$0.00	\$0.00	\$313,342.64
Expendable Trust XXX-XXX7906	\$137,015.01	\$0.00	\$0.00	\$137,015.01
Capital Fund MM XXX-XX8251	\$15,891,853.20	\$0.00	\$0.00	\$15,891,853.20
Benefit Funding Account XXX-XX5230	\$50,000.00	\$0.00	\$0.00	\$50,000.00
CITIZENS BANK				
General Fund XXXXXX-162-4	\$4,277,502.53	\$0.00	\$0.00	\$4,277,502.53
M & T				
Capital Fund MM XXXXXXXXXX6329	\$708,332.91	\$0.00	\$0.00	\$708,332.91
General Fund MM XXXXXXXXXX5708	\$2,297,465.92	\$0.00	\$396.00	\$2,297,069.92
KEYBANK				
General fund XXX-XX611-2	\$3,215,999.30	\$0.00	\$0.00	\$3,215,999.30
Public Library NOW XXX-XX0061	\$301,327.32	\$0.00	\$0.00	\$301,327.32
TOTALS	\$62,736,226.44	\$233.78	\$2,770,885.37	\$59,965,574.85

- (1) The General Disbursement account is the account through which most district checks are paid. The account will reflect any outstanding checks and will show a negative general ledger balance. The money to cover the outstanding obligations is transferred into the NOW account by the district. The bank transfers money from the NOW account into the General Disbursement account as checks are presented for payment. District personnel ensure sufficient funds are available in the NOW account to cover checks clearing. JPMorgan Chase Bank requires an \$800,000 compensating balance in this account at all times and the two accounts will always have a combined balance of at least \$800,000 on this report.

TREASURER'S REPORT page 2

Part B: Cash Position by Fund

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
General & Trust and Agency	\$32,536,023.80	\$22,619,517.32	\$15,340,732.32	\$39,814,808.80
School Lunch	\$1,553,648.70	\$30,415.00	\$0.00	\$1,584,063.70
Special Aid	\$0.00	\$189,156.00	\$189,156.00	\$0.00
Capital, Cap Int & Debt Serv.	\$22,573,285.51	\$2,087,685.04	\$3,943,907.91	\$20,717,062.64
Public Library	\$446,433.90	\$424,629.58	\$256,393.52	\$614,669.96

I certify that each of the above accounts have been reconciled to the bank balance.

Carol-Anne M. Matthews

Treasurer

Note: Additional district funds of \$585,800 are held by Excellus as a required cash advance for health self-insurance.

Part C: Collateral Statement

ACCOUNT	BANK BALANCE	FDIC	COLLATERAL	OVER (SHORT)
<u>JP MORGAN CHASE</u>				
School Lunch	1,583,829.92			
General MM	14,004,807.91			
Reserve MM	14,326,473.86			
General Disb NOW	5,628,275.92			
General Disbursing	0.00			
Public Library Savings	313,342.64			
Expendable Trust	137,015.01			
Capital Fund MM	15,891,853.20			
Benefit Funding Account	\$50,000.00			
TOTAL	51,935,598.46	500,000.00	52,379,913.55	944,315.09
<u>CITIZENS BANK</u>				
General fund	4,277,502.53	250,000.00	4,108,303.64	80,801.11
<u>M & T</u>				
Capital MM	708,332.91			
General MM	2,297,465.92			
TOTAL	3,005,798.83	250,000.00	2,810,915.19	55,116.36
<u>KEYBANK</u>				
General Fund MM	3,215,999.30			
Public Library NOW	301,327.32			
TOTAL	3,517,326.62	500,000.00	3,151,788.87	134,462.25
TOTAL	\$62,736,226.44	\$1,500,000.00	\$62,450,921.25	\$1,214,694.81

PERSONNEL CHANGES

PROMOTION

Name	Position	Salary	Effective Date
Smith, Sheila	Business and Personnel Coordinator	\$33.00 p/h	12/3/2020

APPOINTMENTS

Name	Position	Salary	Start Date
Fahsel, Eric	Custodial Worker I	\$13.00 p/h	11/18/2020

RETIREMENTS

Name	Position	Effective Date
Davis, Robin	Personnel Analyst	12/3/2020
Knoop, Valerie	Librarian Assistant	12/12/2020
Marcellus, Nancy	Personnel Aide	12/15/2020
Towison, Diane	Public Information Specialist	12/26/2020

**Liverpool Public Library
Board Policy**

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INTERNET USE

First Reading: 08.02.2017

Second Reading: 09.06.2017

The Liverpool Public Library Board of Trustees and its staff are dedicated to making available a full range of information resources and services, provided without censorship or violation of privacy.

Liverpool Public Library offers access to the Internet as an electronic means of reaching ideas and information, greatly expanding its information services beyond traditional collections and resources.

Liverpool Public Library offers fair and equitable access to all Internet users. The purpose of this policy is to guide use of computers and other devices that access the Internet on library premises via the library's network, or other network.

Use of the Internet at the library, use of the public computers, and use of the wireless network is entirely at your own risk. Most public wireless networks are not secure including the library's wireless connection, and information passing through the wireless network could be monitored, captured or altered by others. The library is not responsible for any damage to, loss of, or theft of your data. In particular, users should be cautious about entering user names, passwords, credit card numbers, financial information, and other private data on public computers or on private computers or devices over a wireless network. The library will not be responsible for any damage caused to a user's hardware, software, or data due to electrical surges, security issues, or consequences caused by viruses or hacking.

All user information is erased and cannot be recovered when a computer session on a library-provided public computer has ended. All computer use and reservation records are periodically erased after they are no longer needed for the functioning of library operations and compilation of computer usage statistics

All users of the Internet are advised to protect personal information. Our library's web site (www.lpl.org) collects only that personal information necessary for the provision of library services. In the event that a service is offered to children under 13 through the library's website, parents are asked to submit the contact or other information on the child's behalf. The library will not distribute or disclose personal information of adults or minors.

Not all sources on the Internet provide information that is accurate, complete, current, legal, or philosophically acceptable to all citizens. Any website may offend some patrons. Any website may have inaccurate or misleading information. Only individuals can determine what is most appropriate for their needs.

Parents, caregivers, and legal guardians, not the library staff, are responsible for the supervision or restriction of their children's use of the Internet. This includes the use of websites, e-mail, and chat rooms.

Patrons using library computers, or their own computers, or any Internet devices while on library premises must comply with the following rules of use:

1. All users must comply with the Liverpool Public Library Patron Code of Conduct and also with the Computer Rules of Use as established by the Liverpool Public Library Computer Services Department and which may be revised from time to time.
2. The use of the Internet for activities that violate local, state, or federal laws is prohibited, including those regarding accessing, viewing, printing, and distributing obscenity, child pornography, and materials harmful to minors. The library will cooperate with authorities to enforce these and other statutes.
3. The library is a public and open environment. Images prohibited under New York State Penal Law 245.10 - 245.11. 263.11. and 263.16 may not be on public display.
4. The Children's Room is a public and open environment geared to a special population. Patrons may not display pictures inappropriate for the environment of the Children's Room on their screens.
5. All users are expected to use the Internet in a responsible manner; activities that disrupt library operations, library equipment, the library network, any other library user, or user of the Internet at large are prohibited. Examples of such activities by children or adults are:
 - Engaging in any activity that creates an intimidating or hostile environment for others, including other patrons or library staff.
 - Tampering with hardware or software.
 - Violating the privacy of individuals.
 - Violating copyright laws.
 - Vandalizing data
 - Unauthorized access to, or disruption of, Internet resources, hosts, networks, or end-user systems or accounts.
6. Patrons using public access computers must quit the Web browser, close open applications, and remove all personal property before moving away from the computer

The Liverpool Public Library complies with applicable U.S. copyright laws. The copyright law of the United States (Title 17, U.S.Code) governs the use of copyrighted materials. Liverpool Public Library is not responsible for the improper or illegal use of copyrighted materials by its patrons. The person using our resources is responsible for guarding against the infringement of rights that may be held by others and for clearing reproduction rights and copyright restrictions when applicable.

Failure to comply with these rules will result in loss of Internet access for users. A patron whose privileges have been denied may have the decision reviewed first by the Library Director and then by the Liverpool Public Library's Board of Trustees.

**LPL Computers & Networks:
Employee Use**

First Reading: 08.02.2017
Second Reading: 09.06.2017

Liverpool Public Library develops and maintains staff computers, software, and networks to support its public mission. These computing resources are the property of Liverpool Public Library and are intended for library-related purposes, including direct and indirect support of the library's service mission; administrative functions; library activities; and the exchange of ideas both within the staff and the community as well as the wider local, national, and world communities. Employees have the responsibility to use these computing and network resources in a professional, ethical, and lawful manner. Employee use of computing and network resources shall be done in a manner that does not negatively affect the library's image.

Employees that have access to sensitive data resources and information are expected to protect the privacy and sensitivity of those resources and information, in accordance with the Liverpool Public Library Privacy Policy and applicable law. All data contained within Library systems is the property of the Library.

Employees are responsible for understanding security guidelines and maintaining the security of the systems and data they are using. Therefore, employees are responsible for information system activity conducted under user accounts they control.

Employees may not attempt to gain unauthorized access to computer systems within the Library. Employees may not disable or bypass security procedure. Unauthorized access or use of any Library resource may subject offenders to criminal prosecution under Federal or State law.

Security of the Library's computer systems is understood to include the control of access to information, protection of information against unauthorized access and modification, and protection of systems against the denial of service.

Software and hardware must be authorized by Computer Services. No unlicensed hardware or software may be used or installed on any library computer/system. If the employee believes certain hardware or software is necessary to perform their job duties the employee should submit a request to the Library Director.

Personal use of Library resources must be at no cost to the Library and no impact to library network operations.

Employees have no expectation of privacy when using library staff computers, software, and networks, other than that granted by applicable law or collectively negotiated agreement. Employees have no expectation of privacy of their communications, messages, and files made, transmitted, received, or stored on or through Library provided computer resources, which shall include the Library's software and networks. Even when computer resources may be password protected, there is no special confidentiality or privacy on communications, messages or files.

With no notice to employees, network administrators routinely monitor and make backup copies of certain Library computer resources, including but not limited to the desktop, network use, communication systems, email messages, and Internet sites log, to assure the smooth functioning of the computer resources.

Network administrators have the ability to view the employee's files, messages, or other communications. With no notice to the employee, network administrators may review employee files, messages or other communications and, if misuse of the computer resources is discovered, record or otherwise use them as a basis for disciplinary action or use them as evidence in litigation. Network administrators may also monitor employee internet activity and usage patterns to ensure that the library's computer resources are being utilized as appropriate for library purposes.

In addition to the other requirements/prohibitions set forth herein, the following list of illustrative but not exhaustive uses/conduct of Library computers, equipment and systems are prohibited:

- Making rude or hostile reference(s) regarding an individual's race, gender, age, sexual orientation, religious or political beliefs, national origin health or disability or with respect to any other class protected by applicable law;
- Any illegal activity;
- Threats or harassment;
- Slander or defamation;
- Transferring, viewing, displaying, storing, distributing, editing, archiving, or recording of any discriminatory message, image or material, or any obscene, graphic message, image or material;
- Unauthorized commercial activity;
- Accessing or attempting to access the data/files of another person unless authorized as necessary in the course of Library business;
- Using or aiding in the unauthorized use of another person's password;
- Harming or destroying data/files;
- Gambling;
- Installation of any software containing viruses or malware etc

Copyrights or licensed information shall be used only with full legal right to do so.

This Policy applies to all employee use of staff computing resources, both within the library building and from remote locations. Additional policies may govern specific computers, computer systems, or networks provided or operated by specific library departments.

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. The Library may temporarily suspend, block, or restrict access to an account or workstation, independent of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of Library or other computing resources or to protect the Library from liability. The Library Director may also refer suspected violations of applicable law to appropriate law enforcement agencies.