



BOARD OF TRUSTEES MEETING
Wednesday, December 8, 2021, at 6:30 p.m.
Carman Community Room

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. Staff Report – Daniel Perez
 - 2. Financial Report
 - a. Approval of Invoices for November 11, 2021, through December 8, 2021
 - b. Approval of Transfers
 - 3. President’s Report
 - 4. Director’s Report
 - 5. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
 - 1. Personnel
 - 2. Adopting New Board Policies for First Reading.
 - 3. Borrower Cards Policy for First Reading.
 - 4. Records Retention Policy for First Reading.
 - 5. Set Petty Cash-on-Hand Amount
 - 6. External Audit – Insero & Co.
 - 7. Preliminary Budget Discussion
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION
- K. ADJOURNMENT



MINUTES
BOARD OF TRUSTEES MEETING
November 10, 2021
Carman Community Room

Trustees present: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Staff: G. Wisniewski, Director; S. Reckhow, Asst Director; S. Smith, Business Manager;
M. St.Leger, Clerk to the Board, M. Bialczak, Pub Info Specialist

REGULAR MEETING

A. CALL TO ORDER

President Budmen called the meeting to order at 6:26 p.m.

B. SALUTE TO THE FLAG

C. ACCEPT OCTOBER MEETING MINUTES

D. CORRESPONDENCE: Note from a recently retired employee and Assemblyperson Pamela Hunter's Newsletter

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Audit Report – Duane Shoen, Insero & Co.

- Mr. Shoen reviewed the results of the financial audit with the board for the fiscal year of July 1, 2020 – June 30, 2022, and
- Shoen recommended the board adopt an investment policy, which is a requirement of NYS General Municipal law.
- There are no material instances of noncompliance and no material internal control weaknesses at the financial statement level. Accounting practices are consistent with government auditing standards, and there were no difficulties or areas of concern.
- The board had a good discussion with Mr. Shoen and all their questions were answered.

2. Financial Report

- The Board received the Budget Status Reports through October. These reports were previously distributed electronically.
- Bank Statements through August 2021 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 October 14, 2021, through November 10, 2021.

Gouger made a motion to authorize payment of the audited invoices and approve account transfers. Hluchyj seconded the motion.

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

Final Resolution: Motion Carried

3. President's Report:

- Budmen provided an update on the 'Pool Pass project. There have been a few technical hurdles with OCPL and Onondaga County, but we remain optimistic and keep adjusting the timeline.
- The Trustees will donate to IseeUblankets.org in memory of Brian MacLaughlin.
- Library staff have a training day on November 17th and the board discussed providing some morning snacks for the day.

Baker made a motion to purchase refreshments for Staff Development Day on November 17, 2021. Refreshments will be purchased from the Trustee fund and are to exceed \$150.

Schapley seconded the motion.

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

Final Resolution: Motion Carried

4. Director's Report

- Wisniewski updated the board on the plans for staff development day, Wednesday, November 17th.
- LCSD has consented to repair the Tulip Street steps, which have been cordoned off for nearly a year. A contractor has been chosen and is waiting on delivery of stone for the project.
- The recent book sale was a success, and another small book sale in the CCR is planned for late January 2022. We still have a large inventory of books in storage and must remain closed to donations at this time.
- Wisniewski and Reckhow will begin to meet with key staff to refresh the strategic plan
- Wisniewski and Gouger attended the recent NYLA Conference and discussed the keynote speaker event. Robert Kolker, author, *Hidden Valley Road: Inside the Mind of an American Family*.
- There was a discussion regarding our museum passes, in particular Seward House. Seward House has presented many programs over the years to our patrons and provided an in-kind pass.
- Wisniewski answered a question about Grants. We hear of many through CLRC and then review criteria to see if they are a fit for LPL. If so, then we pursue the grant.
- The Haunted Garage program was very well received by the community and will likely become an annual program. Community groups were very happy to participate. Budmen stated the library staff went above and beyond with the event.

5. OCPL Report: none

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

TERMINATION

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Hyde, Jeremy	Guard (PT)	10/13/2021

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Kushner, Ronald	Librarian I (PTAN)	\$21.98 p/h	11/1/2021
Hayes, John	Guard (PT)	\$14.75 p/h	10/18/2021

Motion by Baker to accept the Personnel List as presented second by McLaughlin.

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

Final Resolution: Motion Carried

2. Surplus List

Inventory ID	Date Acquired	Item Description	Reason for Surplus
23396	12/17/2012	Computer, AWE Early Literacy Station	Old, no longer used
23195	9/30/2005	Disc Chek DC 24-21 with 9" monitor	Old, no longer used

Motion to accept the surplus list by Baker second by Gouger.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Final Resolution: Motion Carried

3. Corporate Sponsorships Policy for Second Reading and Final Approval
Baker made a motion and Gouger seconded to approve the policy for second reading and final approval.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Final Resolution: Motion Carried
4. Mission and Vision Statements for Second Reading and Final Approval
Baker made a motion and Gouger seconded to approve the statements for second reading and final approval. Discussion followed.
Aye: none
Nay: Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Abstain: Baker
Final Resolution: Motion Failed
5. Social Media Policy for Second Reading and Final Approval
Hluchyj made a motion and Schapley seconded to approve the policy for second reading and final approval.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Final Resolution: Motion Carried
6. Circulation Policy for Second Reading and Final Approval
Baker made a motion and Gouger seconded to approve the policy for second reading and final approval.
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.
Final Resolution: Motion Carried

H. OPEN FORUM: Bialczak thanked the board for the refreshments on Staff Development Day.

I. BOARD FORUM: Budmen led a discussion regarding the recommendation from the auditor to set an Investment Policy.

J. EXECUTIVE SESSION

Baker made a motion to move into executive session to discuss a legal matter with no action to follow.
Gouger seconded the motion.

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 7:46 p.m. with no action to follow.

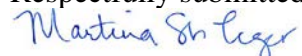
Gouger made a motion to return from executive session at 8:23 p.m, seconded by Baker.

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

Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 8:23 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board

**LIVERPOOL CENTRAL SCHOOL DISTRICT
TREASURER'S REPORT
September 30, 2021**

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
<u>JP MORGAN CHASE</u>				
School Lunch XXX XXX 0904	\$1,736,406.31	\$252.43	\$0.00	\$1,736,658.74
General MM XXX-XX6788	\$36,356,888.68	\$315.00	\$0.00	\$36,357,203.68
Reserve MM XXX-XX3311	\$0.00	\$0.00	\$0.00	\$0.00
General Disb. NOW XXX-XX5257	\$4,461,224.56	\$0.00	\$0.00	\$4,461,224.56
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$1,368,083.47	-\$1,368,083.47 (1)
Public Library savings XXX-XX8316	\$947,321.13	\$0.00	\$0.00	\$947,321.13
Expendable Trust XXX-XXX7906	\$137,005.46	\$0.00	\$0.00	\$137,005.46
Capital Fund MM XXX-XX8251	\$4,374,187.32	\$0.00	\$0.00	\$4,374,187.32
Benefit Funding Account XXX-XX5230	\$78,967.77	\$0.00	\$28,967.77	\$50,000.00
<u>NYCLASS</u>				
General Fund XXX-XX1131	13,006,273.82	0.00	0.00	\$13,006,273.82
<u>CITIZENS BANK</u>				
General Fund XXXXXX-162-4	\$4,280,470.17	\$0.00	\$0.00	\$4,280,470.17
<u>M & T</u>				
Capital Fund MM XXXXXXXXXX6329	\$1,931,915.50	\$0.00	\$0.00	\$1,931,915.50
General Fund MM XXXXXXXXXX5708	\$2,832,181.08	\$0.00	\$1,795.58	\$2,830,385.50
<u>KEYBANK</u>				
General fund XXX-XX611-2	\$0.00	\$0.00	\$0.00	\$0.00
Public Library NOW XXX-XX0061	\$588,047.40	\$26.93	\$0.00	\$588,074.33
TOTALS	\$70,730,889.20	\$594.36	\$1,398,846.82	\$69,332,636.74

- (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	\$34,745,461.72	\$36,115,730.58	\$12,528,596.68	\$58,332,595.62
School Lunch	\$1,733,156.89	\$3,501.85	\$0.00	\$1,736,658.74
Special Aid	\$0.00	\$1,535,813.72	\$1,535,813.72	\$0.00
Capital, Cap Int & Debt Serv.	\$10,007,556.00	\$3,262,424.79	\$4,173,910.40	\$9,096,070.39
Public Library	\$952,450.48	\$883,657.79	\$300,712.81	\$1,535,395.46

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 \$629,900 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	1,736,406.31			
General MM	36,356,888.68			
Reserve MM	0.00			
General Disb NOW	4,461,224.56			
General Disbursing	0.00			
Public Library Savings	947,321.13			
Expendable Trust	137,005.46			
Capital Fund MM	4,374,187.32			
Benefit Funding Account	\$78,967.77			
TOTAL	48,092,001.23	500,000.00	51,289,758.18	3,697,756.95
<u>CITIZENS BANK</u>				
General fund	4,280,470.17	4,280,470.17	0.00	0.00
<u>* NYCLASS</u>				
General fund	13,006,273.82	250,000.00	12,756,273.82	0.00
* Deposits are covered by a pledge pool in proportion to the amount on deposit to NYCLASS's total deposits secured by the pool.				
<u>M & T</u>				
Capital MM	1,931,915.50			
General MM	2,832,181.08			
TOTAL	4,764,096.58	250,000.00	4,604,379.27	90,282.69
<u>KEYBANK</u>				
General Fund MM	0.00			
Public Library NOW	588,047.40			
TOTAL	588,047.40	250,000.00	373,100.31	35,052.91
TOTAL	\$70,730,889.20	\$5,530,470.17	\$69,023,511.58	\$3,823,092.55

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 12/01/2021

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	663,979.64	0.00	916,735.77	355,284.59
200 Furniture & Equipment		238,255.62	180,509.48	0.00	3,175.66	54,570.48
400 Contractual		371,300.00	118,319.77	0.00	0.00	252,980.23
450 Supplies		402,000.00	76,107.11	0.00	0.00	325,892.89
810 Employee Retirement		230,000.00	88,125.83	396.53	124,595.25	17,278.92
830 Social Security		160,500.00	49,258.84	0.00	70,130.23	41,110.93
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	296,750.74	0.00	0.00	628,249.26
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00
Total PUBLIC LIBRARY		4,293,055.62	1,473,051.41	396.53	1,114,636.91	1,705,367.30

LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 12/01/2021

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	3,889,860.58	0.00	539.42	
1081-000		Contrib in Lieu of Taxes	65,000.00	65,000.00	7,352.11	0.00	57,647.89	
2082-000		Library Charges	15,000.00	15,000.00	2,220.70	0.00	12,779.30	
2401-000		Interest Earnings	1,000.00	1,000.00	56.01	0.00	943.99	
2705-000		Gifts and Donations	18,000.00	18,000.00	14,691.20	0.00	3,308.80	
2760-000		Other Than LLIA Grants	0.00	0.00	2,500.00	0.00		2,500.00
2770-000		Other Unclassified	48,000.00	48,000.00	5,312.43	0.00	42,687.57	
2770-ADJ		Misc. Short and Over	0.00	0.00	5.96	0.00		5.96
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	34,416.00	0.00		4,416.00
Total PUBLIC LIBRARY			4,068,400.00	4,068,400.00	3,956,414.99	0.00	118,906.97	6,921.96

Selection Criteria

Criteria Name: Last Run
 As Of Date: 12/01/2021
 Suppress revenue accounts with no activity
 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

ADOPTING NEW BOARD POLICIES

First Reading: 12.08.2021

The Board of Trustees has both the right and duty to establish policies that are in the best interests of the public and the library. Policies provide guidance to the staff in order to provide library services to the community with equity and consistency.

The Director will bring before the board suggestions for new policies and provide for public input in the development of policies.

Policies will be presented for a first reading at a regular meeting, then tabled for one month in order to allow time for review and public comment. At the next regular meeting, the proposal will be brought to the floor for a second reading and either passed or sent back to the Director for revision.

The Board of Trustees will review each adopted policy at least once every three years.

If emergency action is needed, the Board may adopt a policy immediately, at its discretion.

**Liverpool Public Library
Board Policy**

Page 1 of 1

BORROWER CARDS

First Reading: 12.08.2021

Library cards will be issued to applicants presenting acceptable identification, in accordance with the Onondaga County Public Library System Library Card Policy.

**Liverpool Public Library
Board Policy**

Page 1 of 2

Records Retention Policy

First Reading: 12.8.2021

Liverpool Public Library follows the ED-1 Records Retention and Disposition schedule as set forth by the New York State Archives. http://www.archives.nysed.gov/records/retention_ed-1

The Library's Business Manager is the Records Retention Officer. The position of Records Retention officer is appointed by the board at the annual reorganizational meeting.