



MINUTES
BOARD OF TRUSTEES MEETING
December 8, 2021
Carman Community Room

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

REGULAR MEETING

A. CALL TO ORDER

Vice-President Gouger called the meeting to order at 6:30 p.m.

B. SALUTE TO THE FLAG

C. ACCEPT NOVEMBER MEETING MINUTES

D. CORRESPONDENCE: None

E. AGENDA CHANGES: motion by Hluchyj to move up the Board Forum to position F, followed by Open Forum (G), seconded by Baker.

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

Final Resolution: Motion Carried

F. BOARD FORUM: Vice President Gouger acknowledged members of the public in attendance. Gouger updated the Trustees on the request made by the Liverpool Community Chorus to use the Carman Community Room every Tuesday evening for their rehearsals. Budmen and Gouger attended a recent rehearsal of the LCC. An email recapping their discussion with the LCC members was shared with the LPL Trustees. Gouger indicated the board would be listening to the comments from the public, but no decision would be made at this meeting.

G. OPEN FORUM: George Kramer, James Nowell, and Karen Doud addressed the board regarding LCC's request to use the CCR for rehearsal.

H. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget Status Reports through November. These reports were previously distributed electronically.
- Bank Statements through October 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 November 10, 2021, through December 8, 2021.

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

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

Final Resolution: Motion Carried

2. President's Report: no report

3. Director's Report

- There is a concern Trustees may not be receiving emails through the link on the lpl.org website. This is being tested and you should receive an email requesting a reply.

- Wisniewski will attend virtual meetings with our state legislators next week; Hunter, Stirpe, and Mannion.
- Wisniewski and Reckhow will begin to meet with key staff to refresh the strategic plan
- LPL will partner with CLRC who has received ARPA (American Rescue Plan Act) funds. CLRC will be training and placing volunteer network navigators in libraries. Volunteers will assist patrons with preparing resumes, job hunting, filling out forms, etc.
- LPL received a donation from James and Geraldine Sullivan who are great supporters of the library.

4. OCPL Report: none

I. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Hayes, Jack	Guard (PT)	11/22/2021

PROMOTION

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Roberts, Angela	Library Clerk II	\$16.00 p/h	12/6/2021

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Reilly, Meaghan	Literacy Aide (PT)	\$12.50 p/h	11/30/2021

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

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

Final Resolution: Motion Carried

2. Adopting New Board Policies for First Reading

Motion to approve the policy for first reading by Hluchyj second by McLaughlin.

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

Final Resolution: Motion Carried

3. Borrower Cards Policy for First Reading

Baker made a motion and Hewitt seconded to approve the policy for first reading.

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

Final Resolution: Motion Carried

4. Records retention Policy for First Reading.

Baker made a motion and Hluchyj seconded to approve the statements for first reading. Discussion followed.

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

Final Resolution: Motion Carried

5. Set Petty Cash on Hand

Hluchyj made a motion and McLaughlin seconded to set the petty cash-on-hand amount at \$200 administered by the Business Manager

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

Final Resolution: Motion Carried

6. Accept Annual External Audit from Inero & Co.

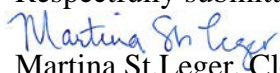
The final version of the 2020-2021 audit by Inero & Co. was not received in time for the meeting. The audit report will be accepted at the January 2022 meeting.

7. Preliminary Budget Discussion

The Trustees discussed their goals for the 2022-2023 budget with the Director and Assistant Director.

J. ADJOURNMENT: The meeting was adjourned at 7:09 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board