



**BOARD OF TRUSTEES MEETING**  
**Wednesday, February 9, 2022, at 6:30 p.m.**  
**Carman Community Room**

**REGULAR MEETING**

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT JANUARY MEETING MINUTES
- D. CORRESPONDENCE
- E. AGENDA CHANGES
- F. REPORTS TO THE BOARD
  - 1. LCSD Presentation – Daniel Henner
  - 2. Financial Report -
    - a. Approval of Invoices for January 12, 2022, through February 9, 2022
    - b. Transfers
  - 3. President’s Report
  - 4. Director’s Report
  - 5. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
  - 1. Personnel Changes
  - 2. Donations Policy for First Reading.
  - 3. Workplace Violence Policy for First Reading.
  - 4. Records Retention Policy for Third Reading and Final Approval.
  - 5. Director’s 2022-23 Budget - Second Draft
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION – *Board may have the need to enter Executive Session.*
- K. ADJOURNMENT



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**January 12, 2022**  
**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, K. Jensen, Pub Info Specialist**

**REGULAR MEETING**

**A. CALL TO ORDER**

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

**B. SALUTE TO THE FLAG**

**C. ACCEPT DECEMBER MEETING MINUTES**

**D. CORRESPONDENCE:** Thank you note from Samaritan Center, LPL coverage in Star Review

**E. AGENDA CHANGES:** none

**F. REPORTS TO THE BOARD**

**1. Staff Report —**

The Board met Daniel Perez, Digital Inclusion Specialist, who joined the staff in November 2021. Perez told the board his co-workers have been very welcoming. He appreciates the collaborative work environment, and how the library is forward thinking.

**2. Financial Report**

- The Board received the Budget Status Reports through December 2021. 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 December 8, 2021, through January 12, 2022.

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

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

Final Resolution: Motion Carried

**3. President's Report:**

- Budmen let the board know she received an email from former Trustee Donald MacLaughlin thanking everyone for their support and donation to IseeUblankets.org in memory of his son, Brian.
- Budmen expressed her excitement for the 'Pool Pass project which is nearing implementation at the Soule Road Complex.

**4. Director's Report**

- Wisniewski gave the board an update on the effects of Covid on library programs and staffing. LPL is following the guidelines set by Onondaga County.
- LPL partnered with the Town of Salina to distribute 180 test kits and KN95 masks to residents on December 29, 2021. We will continue to give out KN95 masks at our Circulation desks until the supply is exhausted.
- A recent grant application asked for our organizations Inclusion, Diversity, Equity and Accessibility (IDEA) Statement. In lieu of an IDEA Statement they asked for the steps we are taking to take advantage of the principles. As we move forward in updating our Strategic Plan, Mission Statement and Vision Statement, we should consider adding an IDEA Statement to the set of documents.
- Reckhow provided an update on the 'Pool Pass, virtual student library card. A pilot of the program is set to launch to students in the Soule Road complex the week after February Break. The 'Pool Pass program will be presented to the LCSD Board at the February 7<sup>th</sup> meeting.

## 5. OCPL Report:

- LPL worked with Onondaga County Parks Department to create park pass for the parks that charge admission including the Zoo, Beaver Lake, and the beaches during the summer. We recently received the 2022 passes and distributed 2 passes for each library in the system for a total of 60 passes.
- Lafayette Public Library has hired a new Director, Jessica Rice.

## G. ITEMS FOR ACTION AND DISCUSSION

### 1. Surplus List

Fixed Inv. ID	Date Acquired	Item Description	Reason for Surplus
23408	5/10/2013	iMac 21" Computer	Outdated
23441	2/15/2014	iMac 21" Computer	Outdated
23421	5/10/2013	iMac 21" Computer	Outdated
23404	5/10/2013	iMac 21" Computer	Outdated
23412	5/10/2013	iMac 21" Computer	Outdated
23407	5/10/2013	iMac 21" Computer	Outdated
23410	5/10/2013	iMac 21" Computer	Outdated
23396	6/30/2010	AWE Station Computer	Outdated
23333	6/14/2010	MacBook Computer	Outdated
23336	6/14/2010	MacBook Computer	Outdated
23304	12/19/2008	MacBook Computer	Outdated
23330	6/14/2010	Dell e5500 Laptop	Outdated

Motion by Baker to accept the Surplus List as presented second by Gouger.

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

Final Resolution: Motion Carried

### 2. Adopting New Board Policies for Second Reading and Final Approval

Motion to approve the policy for Second Reading and Final Approval by Hewitt second by McLaughlin.

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

Final Resolution: Motion Carried

### 3. Borrower Cards Policy for Second Reading and Final Approval

Gouger made a motion and Schapley seconded to approve the policy for Second Reading and Final Approval.

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

Final Resolution: Motion Carried

### 4. Records retention Policy for Second Reading and Final Approval.

Baker made a motion and Hewitt seconded to approve the statements for Second Reading and Final Approval.

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

Final Resolution: Motion Carried

### 5. Accept Annual External Audit from Insero & Co.

Gouger made a motion and McLaughlin seconded to accept the External Audit by Insero & Co.

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

Final Resolution: Motion Carried

### 6. Director's 2022-2023 Budget – First Draft

The Trustees discussed the first draft of the 2022-2023 budget.

H. OPEN FORUM: Karen Doud, President of the Liverpool Community Chorus requested an exception to the Room Use Policy for use of the Carman Community Room every Tuesday evening for rehearsals.

## I. BOARD FORUM:

- Trustee John Hluchyj thanked Doud for her comments.

Hluchyj made a motion to deny the request by the Liverpool Community Chorus for an exception to the Room Use Policy. McLaughlin seconded the motion.

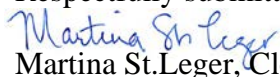
Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley

Final Resolution: Motion Carried, the exception to the rule is not granted.

- Gouger reminded the board of the new requirement for 2 hours of Trustee Education annually. The upcoming NYS Library Trustee Handbook Book Club will count towards the education requirement

J. ADJOURNMENT: The meeting was adjourned at 7:29 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board

LIVERPOOL CENTRAL SCHOOL DISTRICT  
TREASURER'S REPORT  
November 30,2021

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
<b>JP MORGAN CHASE</b>				
School Lunch XXX XXX 0904	\$1,831,740.04	\$753.20	\$0.00	\$1,832,493.24
General MM XXX-XX6788	\$36,697,479.03	\$0.00	\$1,066.83	\$36,696,412.20
Reserve MM XXX-XX3311	\$0.00	\$0.00	\$0.00	\$0.00
General Disb. NOW XXX-XX5257	\$4,090,076.31	\$0.00	\$0.00	\$4,090,076.31
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$994,263.74	-\$994,263.74 (1)
<b>Public Library savings</b> XXX-XX8316	<b>\$3,331,750.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,331,750.29</b>
Expendable Trust XXX-XXX7906	\$140,824.50	\$0.00	\$0.00	\$140,824.50
Capital Fund MM XXX-XX8251	\$2,694,643.05	\$0.00	\$0.00	\$2,694,643.05
Benefit Funding Account XXX-XX5230	\$50,000.00	\$0.00	\$0.00	\$50,000.00
<b>NYCLASS</b>				
General Fund XXX-XX1131	48,008,406.41	0.00	0.00	\$48,008,406.41
<b>CITIZENS BANK</b>				
General Fund XXXXXX-162-4	\$4,280,970.69	\$0.00	\$0.00	\$4,280,970.69
<b>M &amp; T</b>				
Capital Fund MM XXXXXXXXXX6329	\$1,893,746.29	\$0.00	\$0.00	\$1,893,746.29
General Fund MM XXXXXXXXXX5708	\$2,866,667.97	\$0.00	\$3,162.65	\$2,863,505.32
<b>KEYBANK</b>				
General fund XXX-XX611-2	\$0.00	\$0.00	\$0.00	\$0.00
<b>Public Library NOW</b> XXX-XX0061	<b>\$592,796.03</b>	<b>\$87.30</b>	<b>\$0.00</b>	<b>\$592,883.33</b>
<b>TOTALS</b>	<b>\$106,479,100.61</b>	<b>\$840.50</b>	<b>\$998,493.22</b>	<b>\$105,481,447.89</b>

- (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	\$96,838,108.13	\$11,372,050.83	\$14,869,990.74	\$93,340,168.22
School Lunch	\$1,744,035.13	\$88,458.11	\$0.00	\$1,832,493.24
Special Aid	\$0.00	\$477,359.00	\$477,359.00	\$0.00
Capital, Cap Int & Debt Serv.	\$8,017,696.72	\$185.20	\$639,465.37	\$7,378,416.55
Public Library	\$3,744,745.59	\$395,701.83	\$215,813.80	\$3,924,633.62

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	1,831,740.04			
General MM	36,697,479.03			
Reserve MM	0.00			
General Disb NOW	4,090,076.31			
General Disbursing	0.00			
Public Library Savings	3,331,750.29			
Expendable Trust	140,824.50			
Capital Fund MM	2,694,643.05			
Benefit Funding Account	\$50,000.00			
TOTAL	48,836,513.22	500,000.00	49,742,037.70	1,405,524.48
<u>CITIZENS BANK</u>				
General fund	4,280,970.69	4,280,970.69	0.00	0.00
<u>* NYCLASS</u>				
General fund	48,008,406.41	250,000.00	47,758,406.41	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 &amp; T</u>				
Capital MM	1,893,746.29			
General MM	2,866,667.97			
TOTAL	4,760,414.26	250,000.00	4,600,623.02	90,208.76
<u>KEYBANK</u>				
General Fund MM	0.00			
Public Library NOW	592,796.03			
TOTAL	592,796.03	250,000.00	355,759.33	12,963.30
<b>TOTAL</b>	<b>\$106,479,100.61</b>	<b>\$5,530,970.69</b>	<b>\$102,456,826.46</b>	<b>\$1,508,696.54</b>

# LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 01/31/2022

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	963,797.85	133,158.61	651,571.40	320,630.75
200 Furniture & Equipment		244,255.62	183,722.93	3,213.45	2,455.01	58,077.68
400 Contractual		367,300.00	144,544.39	11,848.67	0.00	222,755.61
450 Supplies		400,000.00	131,212.14	18,403.02	0.00	268,787.86
810 Employee Retirement		230,000.00	126,859.15	17,544.23	88,783.50	14,357.35
830 Social Security		160,500.00	71,161.07	9,669.66	49,845.18	39,493.75
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	370,626.22	0.00	0.00	554,373.78
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00
<b>Total PUBLIC LIBRARY</b>		<b>4,293,055.62</b>	<b>1,991,923.75</b>	<b>193,837.64</b>	<b>792,655.09</b>	<b>1,508,476.78</b>

# LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 01/31/2022

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	2,762.50	0.00	12,237.50	
2401-000		Interest Earnings	1,000.00	1,000.00	86.84	0.00	913.16	
2705-000		Gifts and Donations	18,000.00	18,000.00	15,005.43	0.00	2,994.57	
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	7,819.54	0.00	40,180.46	
2770-ADJ		Misc. Short and Over	0.00	0.00	5.86	0.00		5.86
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
<b>Total PUBLIC LIBRARY</b>			<b>4,068,400.00</b>	<b>4,068,400.00</b>	<b>3,959,808.86</b>	<b>0.00</b>	<b>115,513.00</b>	<b>6,921.86</b>

Selection Criteria

\* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

*DONATIONS POLICY*

First Reading: 02.09.2022

The Liverpool Public Library gratefully accepts gifts of books, other materials and equipment, which meet the same standards of selection that are applied to purchased materials and equipment.

Donated books, DVDs, or other materials not needed for the library's collection are offered for sale.

All gifts to the library will be free of restrictions and conditions. The Board shall have absolute ownership of all donated art and artifacts or other materials including but not limited to management, display, conservation or disposition. No conditions may be imposed relating to any gift after its acceptance by the Library. It is recognized that unusual circumstances may arise where exceptions to this policy may be in the best interests of the library. Any such exceptions must be approved by the Board of Trustees.

Gifts of cash and other financial instruments are also gratefully received and encouraged. At the discretion of the Board of Trustees, the library may occasionally accept some financial gifts with restrictions imposed.

To conform to the requirements of the Internal Revenue Service, the library cannot provide an appraisal of a gift for tax purposes. It is the responsibility of the donor to have donations appraised for tax purposes.

Donations are arranged through the library director. The library reserves the right to refuse materials and items and to dispose of donations as appropriate.



**Liverpool Public Library  
Board Policy**

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*WORKPLACE VIOLENCE  
PREVENTION POLICY*

First Reading: 2.09.2022

POLICY STATEMENT

**This policy is implemented pursuant to the Public Employee Workplace Violence Prevention Regulations, found at 12 NYCRR. Part 800.6. Terms used herein are as defined in 12 NYCRR Part 800.6.**

Goals:

Employees of Liverpool Public Library are entitled to work in an environment that is safe and free of unreasonable disruption or violence. Additionally, patrons of the Library are entitled to a similar environment. Therefore, this policy, and corresponding program, training, and education are being implemented to prevent, minimize, and respond to workplace violence.

Objectives: Safe Operations and Responses to Threats and Violence

It is expected that employees will continue to make every effort to work productively with the public. However, when the behavior or actions of a member of the public, or co-worker, makes it impossible to continue an interview, appointment or conduct other library business, contact may be discontinued under certain circumstances.

It is the policy of this Library to refuse to conduct business or continue interaction with members of the public, or employees, who are verbally or physically abusive. It is understood that the refusal is only temporary until additional help, backup, safe arrangements, or other resolution can be made to conduct the necessary task as required by the employee's job.

In addition, Liverpool Public Library recognizes library employees may face potential forms of harassment threats of violence, or violence during the course of working with the public. If those instances of harassment, threats of violence, and violence constitute a crime, they warrant a complaint and possibly an arrest.

It is the policy of this Library that employees should never endure crime or violence in the workplace in the course of their work. All harassment aggravated harassment threats of violence, and actual violence warrants consideration of an immediate complaint to the appropriate law enforcement authority.

In no case shall the Library make a policy, procedure, or create a work climate that prevents employees from exercising their best judgment in a moment of need to call a law enforcement officer when such a crime is committed. All employees should fill out an incident report and report aggressive, threatening, or discriminatory behavior to their supervisor or the Library Director. It shall be the right of employees to press charges and the responsibility of supervisors, or the Library Director, to reinforce, support, and follow-up on the course of appropriate action.

The Library Director shall be responsible for the development of procedures, programs, training, and education to support this policy and the Library's compliance with 12 NYCRR Part 800.6.

**Liverpool Public Library  
Board Policy**

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**Records Retention Policy**

First Reading: 12.8.2021  
Second Reading: 1.12.2022  
Third Reading: 2.09.2022

Liverpool Public Library follows the Retention and Disposition Schedule for New York Local Government Records (LGS-1). <http://www.archives.nysed.gov/records/local-government-record-schedule/lgs-1-title-page>

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.