



MINUTES
BOARD OF TRUSTEES MEETING
February 12, 2020
Carman Community Room

Trustees present: Baker, MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj, Schapley
Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; S. Smith, Admin. Asst.;
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 6:32 p.m.

B. SALUTE TO THE FLAG

C. ACCEPT JANUARY MEETING MINUTES

D. CORRESPONDENCE:

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Staff Report – Alison Post, Coordinator of the Technical Services Department, provided an engaging overview of the services provided by her department. The TS Department processes each item that is added to the library’s inventory, which totals approximately 1,000 items per month.
2. Financial Report
 - The Board received the Budget Status Report through January. These reports were previously distributed electronically.
 - Bank Statements through December 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 LCSD District Treasurer with the reconciliations being done by LCSD Account Clerk. The statements were on hand if called upon for Board review.
 - Hewitt reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated January 9, 2020 through February 12, 2020.
Budmen Seconded the motion.
Aye: Baker, MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj, Schapley.
Final Resolution: Motion Carried
3. President’s Report: Baker enjoyed the Grand Re-opening of the library and thought it was a nice touch.
4. Director’s Report
 - January Cash Revenues: Lobby Book Sale = \$536.80 Gift shop total = \$32.90
Passport photos = \$140 Fines: \$1,535.63 Donations = \$250.50
Movie Attendance = \$0 Wishing well = \$63.86
 - The Grand Reopening held January 24th was a great success.
 - Additional lighting has been installed above the circular area, over the circulation desk, and under the soffit going into the children’s room.
 - Plans for the next phase of the Children’s Room renovations were shared with the board.

- LPL has hosted 3 NYS DOT meetings regarding the changes to Onondaga Lake Parkway. There has been a good turnout and good conversations. There are 3 more meeting scheduled.
 - LPL will host a LCSD 2020 information presentation on Wednesday, April 29 at 6pm.
 - Recently, a patron asked the reference librarian if we had reading glasses to loan. She offered her personal glasses to the patron, who was so appreciative of the gesture her returned later that day with a few pairs of various strength to have on hand to loan out.
5. OCPL Report: Supporting materials related to the upcoming 2020 Census have been produced for all branches and member libraries. Posters have been produced for each location with the library's logo. A staff training video was created and narrated by LPL staff member, Mark Bialczak.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

RESIGNATION		
Name	Position	Effective Date
Fortino, Steve	Guard (PT)	1/10/2020

Motion to accept the personnel changes as presented by Gouger, second by Hluchyj.
 Aye: Baker, MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj, Schapley.
 Final Resolution: Motion Carried

2. Circulation Policy for Second Reading and Final Approval.

Motion to accept the policy for Second Reading and Final Approval by MacLaughlin, second by Budmen. Discussion followed regarding the removal of fines from children and teen materials. Policy will be revised and reintroduced at the next meeting.

Aye: none
 Nay: Baker, MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj, Schapley.
 Final Resolution: Motion Failed

3. Exhibit Spaces and Bulletin Boards Policy for Second Reading and Final Approval.

Motion to accept the policy for Second Reading and Final Approval by Gouger, second by Budmen.
 Aye: Baker, MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj, Schapley.
 Final Resolution: Motion Carried

4. Security Camera Policy for Second Reading and Final Approval

Motion to accept the policy for Second Reading and Final Approval by MacLaughlin, second by Hluchyj.

Aye: Baker, MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj, Schapley.
 Final Resolution: Motion Carried

5. 2019 Annual Report for Public and Association Libraries

Motion by Schapley to accept the 2019 Annual Report for Public and Association Libraries as presented, second by Budmen.

Aye: Baker, MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj, Schapley.
 Final Resolution: Motion Carried

6. Staff Development Day

Motion to approve closing the library all day, Tuesday, May 12, 2020 for Staff Development Day.

Motion by Schapley, second by Budmen.
 Aye: Baker, MacLaughlin, Budmen, Gouger, Hewitt, Hluchyj, Schapley.
 Final Resolution: Motion Carried

7. Resolution for Tax Cap Override.

Whereas, the adoption of the 2020-2021 budget for Liverpool Public Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Liverpool Public Library voted and approved to exceed the tax levy limit for 2020-2021 by at least sixty percent of the board of trustees as required by state law on February 12, 2020.

Motion by MacLaughlin, second by Budmen.

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

Final Resolution: Motion Carried

8. Director's 2020-2021 Budget – Second Draft

The Trustees discussed the second draft and provided recommendations for the 2020-2021 budget.

H. OPEN FORUM: none

- I. BOARD FORUM: MacLaughlin initiated a discussion of the fund balance and asked for an update to be presented at a later meeting along with an analysis of the first-floor renovation costs and ensuring adequate funds are earmarked for possible tax certiorari charges.

Wisniewski asked the board for input regarding a plaque in the lobby to commemorate the 2019 Library Renovation Project.

J. EXECUTIVE SESSION –

Baker stated the need for an executive session to discuss a Legal Matter with no action to follow.

Budmen made a motion and Hewitt seconded to move into executive session at 8:05 p.m. with no action to follow for the previously stated matter.

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

Final Resolution: Motion Carried

Wisniewski, Reckhow, and Smith were asked to attend.

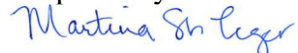
Budmen made a motion to return from executive session at 8:17 p.m., seconded by Baker.

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

Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 8:20 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board