



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**January 3, 2018**  
**Carmen Community Room**

**Trustees present: Spadafore, Budmen, Gutierrez, Hewitt, Hluchyj, MacLaughlin, Schapley.**  
**Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St. Leger, Clerk to the Board**  
**Others: Staff and Community Members**

**REGULAR MEETING**

**A. CALL TO ORDER**

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

**B. SALUTE TO THE FLAG**

**C. CORRESPONDENCE:**

**D. AGENDA CHANGES:**

**E. CONSENT AGENDA**

1. Approval of December 6, 2017 Regular Meeting Minutes
2. Approval of Monthly Bills for December

Gutierrez made a motion and Hluchyj seconded to approve the Consent Agenda. All were in favor.

**F. REPORTS TO THE BOARD**

**1. Financial Report**

- Morgan provided an update to the board regarding the current year revenue and expense statements and a forecast of expected expenses and revenues. Trustees are encouraged to contact Morgan with any questions.

**2. President's Report**

- Spadafore spoke of the recent external audit report and indicated the report was easy to read. He extended his compliments to the library staff for being careful with the public funds that support the library.
- The year-end stats for 2017 show a spike in total library attendance which indicates libraries are also a community center. Spadafore thanked management and staff for making the library an inviting and welcoming space

**3. Director's Report**

- The Lobby Book sale brought in \$1,866.65 in December, while the wishing well had \$22.01. The gift shop sales totaled \$163, the donation box contained \$220.70 which includes \$72.95 in donations from patrons attending movies. Passport photos generated \$160.
- Dan Moore videographer and editor of Liverpool Legends recently passed away. His son, Jason, has been taking over productions and will continue with the planned projects.
- Canvas letters have been sent out for two open Librarian II positions. Interviews are being scheduled and we hope to fill positions soon.
- We will participate in the Community link program at Syracuse University to conduct a survey of patrons and community members regarding their thoughts on our upcoming renovation. Students will analyze the survey results at no cost to the library.
- Assistant Director Reckhow is creating Innovative Teams among the staff. This is modeled after a program at the NY Public Library. Small groups of staff (3-6) will work together in

small teams to conceive, design and implement changes. Staff members volunteer to be on teams. This is a way to keep staff involved and engaged, and they seem excited to be involved in the program.

- There have been issues with the book delivery system, and the Member Directors have written to the OCPL Board of Trustees highlighting their concerns. Meetings have been held with the interim director and trustees. Additional staff have been hired including a full-time driver. OCPL has introduced color coding the three delivery routes and will be piloting a new sorting system. LPL will be a test library of the new sorting system for the next three months.
- The Winter reading challenge began January 1<sup>st</sup>, and LPL is one of 100 libraries nationwide participating in a reading challenge sponsored by Mark Cuban. Our challenge is to meet collective goal to read 310 books. 93 patrons have signed up so far.
- Update on lockdown hardware and active shooter training.
  - LCSD has approved the installation of lockdown hardware which would give us one button lockdown for the building. There are a few more things to decide, and we will check into the possibility of a NYS Library grant for the project. Applications are due in October.
  - We have reached out to NYS Trooper DeRochie regarding active shooter training and are considering options.

#### 4. OCPL Report:

- Janet Park has been appointed the Interim Director of OCPL.

### G. ITEMS FOR ACTION AND DISCUSSION

1. Whistleblower Policy for Second Reading and Final Approval.  
Shapley made a motion and Hewitt seconded to approve the policy for second reading and final approval. All were in favor. Motion carries.
2. Mission Statement for First Reading  
Budmen made a motion and Shapley seconded to approve the policy for second reading and final approval. All were in favor. Motion carries.
3. Personnel  
No Personnel Changes.
4. By-laws of the Board of Trustees  
Gutierrez made a motion to adopt the revised By-laws. The Clerk to the Board emailed the LCSD Assistant Superintendent Phillips regarding the by-laws changes and how it effects the school district. There was no response. Hluchyj seconded the motion. All were in favor. Motion carries.
5. External Audit – Inero & Co.  
Budmen made a motion to accept the external audit from Inero & Co. and seconded by Hluchyj. MacLaughlin indicated he has been unable to meet with auditor to discuss the final report. The Inero Auditor understands we have some questions, especially pertaining to the financial relationship between LCSD and LPL. Some language in the report may imply LPL has control when in fact it's LCSD. The main issue is the LCSD and LPL relationship which goes back to policies, procedures and access. All were in favor. Motion carries.
6. Director's Budget Proposal.  
A first draft of the 2018-2019 budget was presented to the board for review and discussion.

H. OPEN FORUM: no comments

I. BOARD FORUM: no comments

J. EXECUTIVE SESSION –

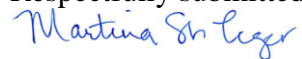
Spadafore stated the need for an executive session to discuss personnel and financial matters with no action to follow. Budmen made a motion and Hewitt seconded to move into executive session for the previously stated matter. All were in favor. Wisniewski and Morgan were asked to attend. The board moved into executive session at 6:59 p.m. with no action to follow.

Hluchyj made a motion to return from executive session at 7:33 p.m, seconded by Shapley. All were in favor.

K. ADJOURNMENT

Hewitt made a motion to adjourn and Hluchyj seconded. All were in favor. The meeting was adjourned at 7:34 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board