



BOARD OF TRUSTEES MEETING
Wednesday, January 12, 2022, at 6:30 p.m.
Carman Community Room

REGULAR MEETING

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT DECEMBER 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 December 8, 2021, through January 12, 2022
 - 3. President’s Report
 - 4. Director’s Report
 - 5. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
 - 1. Surplus List
 - 2. Adopting New Board Policies for Second Reading and Final Approval.
 - 3. Borrower Cards Policy for Second Reading and Final Approval.
 - 4. Records Retention Policy for Second Reading and Final Approval.
 - 5. External Audit – Inero & Co.
 - 6. Director’s 2022-23 Budget - First 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
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, M. Bialczak, Pub 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

Martina St.Leger, Clerk to the Board

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 12/31/2021

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	830,639.24	166,659.60	770,044.04	335,316.72
200 Furniture & Equipment		244,255.62	180,509.48	0.00	3,175.66	60,570.48
400 Contractual		367,300.00	132,671.99	14,352.22	0.00	234,628.01
450 Supplies		400,000.00	112,809.12	36,702.01	0.00	287,190.88
810 Employee Retirement		230,000.00	109,314.92	21,585.62	104,721.70	15,963.38
830 Social Security		160,500.00	61,491.41	12,232.57	58,908.34	40,100.25
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	73,875.48	0.00	554,373.78
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00
Total PUBLIC LIBRARY		4,293,055.62	1,798,062.38	325,407.50	936,849.74	1,558,143.50

LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 12/31/2021

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

As Of Date: 12/31/2021

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

These are estimates to balance the budget

LIVERPOOL CENTRAL SCHOOL DISTRICT
TREASURER'S REPORT
October 31, 2021

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
JP MORGAN CHASE				
School Lunch XXX XXX 0904	\$1,743,342.39	\$692.74	\$0.00	\$1,744,035.13
General MM XXX-XX6788	\$40,707,611.93	\$0.00	\$0.00	\$40,707,611.93
Reserve MM XXX-XX3311	\$0.00	\$0.00	\$0.00	\$0.00
General Disb. NOW XXX-XX5257	\$3,548,497.17	\$0.00	\$0.00	\$3,548,497.17
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$1,105,626.03	-\$1,105,626.03 (1)
Public Library savings XXX-XX8316	\$3,155,328.22	\$0.00	\$0.00	\$3,155,328.22
Expendable Trust XXX-XXX7906	\$142,275.63	\$0.00	\$0.00	\$142,275.63
Capital Fund MM XXX-XX8251	\$3,333,973.26	\$0.00	\$0.00	\$3,333,973.26
Benefit Funding Account XXX-XX5230	\$75,000.00	\$0.00	\$0.00	\$75,000.00
NYCLASS				
General Fund XXX-XX1131	48,007,021.25	0.00	0.00	\$48,007,021.25
CITIZENS BANK				
General Fund XXXXXX-162-4	\$4,280,724.55	\$0.00	\$0.00	\$4,280,724.55
M & T				
Capital Fund MM XXXXXXXXXX6329	\$1,893,722.42	\$0.00	\$0.00	\$1,893,722.42
General Fund MM XXXXXXXXXX5708	\$2,869,414.18	\$0.00	\$2,435.54	\$2,866,978.64
KEYBANK				
General fund XXX-XX611-2	\$0.00	\$0.00	\$0.00	\$0.00
Public Library NOW XXX-XX0061	\$589,351.88	\$65.49	\$0.00	\$589,417.37
TOTALS	\$110,346,262.88	\$758.23	\$1,108,061.57	\$109,238,959.54

- (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	\$58,332,595.62	\$56,251,353.38	\$17,745,840.87	\$96,838,108.13
School Lunch	\$1,736,658.74	\$7,376.39	\$0.00	\$1,744,035.13
Special Aid	\$0.00	\$482,653.00	\$482,653.00	\$0.00
Capital, Cap Int & Debt Serv.	\$9,096,070.39	\$235.66	\$1,078,609.33	\$8,017,696.72
Public Library	\$1,535,395.46	\$2,502,749.20	\$293,399.07	\$3,744,745.59

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)
JP MORGAN CHASE				
School Lunch	1,743,342.39			
General MM	40,707,611.93			
Reserve MM	0.00			
General Disb NOW	3,548,497.17			
General Disbursing	0.00			
Public Library Savings	3,155,328.22			
Expendable Trust	142,275.63			
Capital Fund MM	3,333,973.26			
Benefit Funding Account	\$75,000.00			
TOTAL	52,706,028.60	500,000.00	53,437,239.85	1,231,211.25
CITIZENS BANK				
General fund	4,280,724.55	4,280,724.55	0.00	0.00
* NYCLASS				
General fund	48,007,021.25	250,000.00	47,757,021.25	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.				
M & T				
Capital MM	1,893,722.42			
General MM	2,869,414.18			
TOTAL	4,763,136.60	250,000.00	4,603,447.75	90,311.15
KEYBANK				
General Fund MM	0.00			
Public Library NOW	589,351.88			
TOTAL	589,351.88	250,000.00	364,091.47	24,739.59
TOTAL	\$110,346,262.88	\$5,530,724.55	\$106,161,800.32	\$1,346,261.99

Surplus Equipment List

January 2022

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

ADOPTING NEW BOARD POLICIES

First Reading: 12.08.2021

Second Reading: 1.12.2022

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

Second Reading: 1.12.2022

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
Second Reading: 1.12.2022

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.