



MINUTES
BOARD OF TRUSTEES MEETING
January 8, 2025
Carman Community Room

Trustees present: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Mainville, Wood
Staff: S. Reckhow, Director; A. Borelli, Asst. Director; S. Smith, Business Manager;
C. Reynolds, Clerk to the Board; J. Godly, Homeschool LA

REGULAR MEETING

- A. CALL TO ORDER: President McLaughlin called the meeting to order at 6:30 p.m.
- B. SALUTE TO THE FLAG
- C. ACCEPT DECEMBER MEETING MINUTES
- D. CORRESPONDENCE: none
- E. AGENDA CHANGES: none
- F. REPORTS TO THE BOARD

1. Staff Report – Jeanie Godly

The Board met Jeanie Godly, Homeschool Liaison & Community Engagement LA, who joined the library in May. Godly shared with the board some of her background as a former ELA teacher and a homeschool parent. During the pandemic Godly described Liverpool Library as a “home base” for her and her family. Jeanie gave a brief overview of the homeschool programs including Homeschool Hangout, Steam Club, and Teen Career Explorations. Jeanie is also very involved with Community Engagement activities including, Cube Club and Chess Club. She also participates in many local events and outreach in the Liverpool area.

2. Financial Report

- The Board received the Budget Status Reports through October. These reports were previously distributed electronically.
- Bank Statements through October 2024 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.
- Ashley Gouger, Sheila Smith and Colette Reynolds have reviewed each invoice for the period of December 12, 2024 through January 8, 2025.
- Check to be re-issued to Digital River

Gouger made a motion to authorize payment of the audited invoices and re-issue check.
Mainville seconded the motion.

Aye: Budmen, Gouger, Heaslip, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

3. President’s Report: none

4. Director’s Report

- LCSD second grade library field trips are taking place over the next six weeks. This is an exciting opportunity that has been supported by the Richberg grant.

- A meeting with LCSD high school librarians regarding the launch of ‘Pool Pass has been planned. Virtual cards for teachers was discussed.
- Reckhow updated the Board on upcoming events; the Voices & Votes exhibition and the Bresnahan Awards.
- LPL has seen major delays with its primary book vendor. This is affecting the ordering of many new titles. Alternative sourcing is being utilized for popular titles.

5. OCPL Report: none

6. Trustee Advisory Council: none

G. ITEMS FOR ACTION AND DISCUSSION

1. Social Media Policy for Second Reading and Final Approval

Motion to approve the policy for second reading and final approval by Budmen second by Gouger.

Aye: Budmen, Gouger, Heaslip, Hewitt, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried

2. Adopting New Board Policies for First Reading

Motion to approve the policy for first reading by Gouger second by Wood. Discussion followed.

Aye: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Mainville, Wood

Final Resolution: Motion Carried

3. Borrower Cards Policy for First Reading

Motion to approve the policy for first reading by Gouger second by Budmen.

Aye: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Mainville, Wood

Final Resolution: Motion Carried

4. Executive Draft Budget

The Business Manager presented the first draft of the 2025-2026 budget. Minimal changes were noted as the Board discussed increases in health/dental and a decrease in gas/electric budget lines.

5. Personnel Changes

APPOINTMENTS

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Smith, Bradley	Librarian I PT	\$24.50 p/h	12/12/2024

Motion to accept the personnel changes as presented by Gouger second by Wood.

Aye: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Mainville, Wood

Final Resolution: Motion Carried

H. OPEN FORUM:

- The Board discussed the current open forum procedure and recommended updating procedure for public speaking at meetings.

I. BOARD FORUM:

- Trustee Hewitt asked Reckhow about the criteria for closing the library during inclement weather. The Board members and Director agreed that delayed openings when LCSD is closed would provide necessary time to better assess safety and operational needs.

J. EXECUTIVE SESSION –

McLaughlin stated the need for an executive session to discuss a contractual matter with no action to follow. Gouger made a motion and Wood seconded to move into executive session at 7:40 p.m. Smith was asked to attend.

Aye: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Mainville, Wood
Final Resolution: Motion Carried

Gouger made a motion to return from executive session at 8:09 p.m., seconded by Mainville.

Aye: Budmen, Gouger, Heaslip, Hewitt, McLaughlin, Mainville, Wood
Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Colette Reynolds

Colette Reynolds, Clerk to the Board