



**MINUTES
BOARD OF TRUSTEES MEETING**

July 10, 2019

Meeting Room at Village of Liverpool Hall, 310 Sycamore St., Liverpool

Trustees present: MacLaughlin, Baker Budmen, Hewitt, Hluchyj, and Schapley

Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St.Leger, Clerk to the Board

Others: Staff and community members

REORGANIZATIONAL MEETING 2019-2020

A. CALL TO ORDER

Vice President MacLaughlin called the reorganizational meeting to order at 6:30 p.m.

B. SALUTE TO THE FLAG

C. ELECTION OF OFFICERS: Hewitt and Schapley representing the Nominating Committee presented the following slate of officers and appointments for 2019-2020:

President: Denise Baker

Vice President: Don MacLaughlin

Secretary: Mary Schapley

Motion by Budmen to approve the slate of officers. Second by Hluchyj.

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

Final Resolution: Motion Carried.

D. APPOINTMENTS

1. Clerk to the Board: Martina St.Leger

2. Treasurer: Carol-Anne Mathews

3. Independent Auditor: Insero & Co

4. Official Newspaper: The Post Standard

5. Attorney: Robert Germain of Germain & Germain LLP, legal counsel, Labor Relations and employment matters

6. Record Access Officer/FOIL officer: Martina St.Leger

7. Records Retention Officer: Sheila Smith

Motion by Budmen to accept the appointments as presented. Second by Hluchyj.

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

Final Resolution: Motion Carried.

E. ADOPT 2020 ANNUAL CLOSING CALENDAR

Motion by Budmen to adopt the 2020 Closing Calendar as presented. Second by Hluchyj.

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

Final Resolution: Motion Carried.

F. DESIGNATE MEETING DAYS

Motion by Schapley to hold the LPL BOT Meetings at 6:30 p.m. on the second Wednesday of every month unless otherwise noted. Second by Hewitt.

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

Final Resolution: Motion Carried

G. SET PETTY CASH-ON-HAND AMOUNT

Motion by Hluchyj to set the petty cash-on-hand amount at \$150 administered by the Business Manager. Second by Budmen.

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

Final Resolution: Motion Carried

H. SET MILEAGE REIMBURSEMENT RATE: The standard mileage rate for the use of a car (also vans, pickups or panel trucks) will be 58 cents per mile for the calendar year 2019. The standard mileage rate is likely to change on January 1, 2020.

Motion by Schapley to set the reimbursed mileage rate equal to the current business rate as determined and posted by the Internal Revenue Service. Second by Baker.

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

Final Resolution: Motion Carried

I. APPROVAL OF CHASE AND KEY BANK WITH AUTHORIZED SIGNATURES

Motion by MacLaughlin to approve both Chase Bank and Key Bank as depositories for library funds. Carol-Anne Mathews, Treasurer of the LCSD, and/or Sheila Smith, LPL Business Manager, as authorized signatures on the bank accounts at Chase and Key Bank.

Second by Hluchyj. Brief discussion followed.

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

Final Resolution: Motion Carried

J. APPROVAL OF SALARY SCHEDULE: Civil Service Requirement

Motion by MacLaughlin to approve the Salary Schedule as presented second by Hewitt. Brief discussion followed.

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

Final Resolution: Motion Carried

K. TRUSTEE AND ADMINISTRATOR POLICY AFFIRMATION AND DISCLOSURE STATEMENT: Annual Conflict of Interest Policy

All Board Members, the Library Director, and the Assistant Director were provided with the Conflict of Interest Policy and completed Conflict of Interest statements.

L. ADJOURNMENT

Motion by Budmen to adjourn the Reorganizational meeting at 6:45pm second by Hluchyj.

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

Final Resolution: Motion Carried

REGULAR MEETING

A. CALL TO ORDER

President Baker called the regular meeting to order at 6:46 p.m

B. CORRESPONDENCE: none

C. AGENDA CHANGES: none

D. CONSENT AGENDA

1. Approval of June 12, 2019 Regular Meeting Minutes
2. Approval of Bills dated June 12, 2019 through July 10, 2019
3. Transfers

Time was taken by each Trustee to review, audit, and approve all invoices. Schapley reviewed each invoice and corresponding account code prior to the meeting.

Motion by Budmen second by Hluchyj.

The board approved two transfers. The transfers approved at the June 12, 2019 meeting were corrected at the request of LCSD to include only the necessary account corrections for the 2018-2019 budget year. The June transfer had included account transfers from fund balance for the renovation project. The transfer of funds from fund balance for the renovations were then approved for July which is the

start of the 2019-2020 fiscal year. Thereby avoiding unnecessary transfer of funds between fiscal years.

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

E. REPORTS TO THE BOARD

1. Financial Report

- The Budget Status Reports dated 7/1/2019 include most of the expenditures through June and revenues through the end of May. These were previously distributed electronically.
- Bank Statements through April 30, 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 Carol Mathews with the reconciliations being done by LCSD's Michelle Stanton. Both statements were on hand
- The cash flow reports for the Library reported by LCSD's Treasurer through April 30, 2019 show a beginning balance, receipts, disbursements, and ending balance. The Board received copies of the Treasurer's Financial Report showing the cash position by fund.
- The Bill lists with invoices from 6/12/2019 through 7/10/2019 totaling \$ 71,833.05 were reviewed, audited, and approved by the Board.
- Discussion followed.

2. President's Report: no report

3. Director's Report

- The Lobby Book sale brought in \$17.25 in June, while the wishing well had \$19.45. The gift shop total was \$11.05, patrons attending movies donated \$7.00, and \$10 was earned from passport photos.
- In relation to the new smoking policy approved this evening, we received nice metal no smoking signs complete with our logo courtesy of Tobacco Free Network of NY facilitated by Amanda Schiavulli of OCPL. We have posted the signs on library property.
- The first-floor renovation is moving along nicely. The drywall is up and is being readied for painting. Assistant Director Reckhow is working with the designer to finalize furniture finishes.
- The kickoff of the summer reading extravaganza went well, and we are very busy with programs in a variety of locations including the Pavilion in the Dinosaur Garden.
- Training on the one desk model and cross training has begun so they will be ready when the library reopens.
- Planning of the grand reopening is underway but no date has been set.
- We will introduce a modified Dewey system with our 'Home' collection as a pilot. Reckhow described the new method of sorting the collection. There was a discussion with the Trustees who were very supportive of the project. The trustees gave kudos to the awesome staff at LPL, and complemented the project as forward thinking and being done with our patrons in mind.

4. OCPL Report: no report

F. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

RESIGNATION

Name	Position	Effective Date
Johnson, Elizabeth	Library I (PTAN)	7/2/2019

TERMINATION

Name	Position	Effective Date
Mehmedovic, Ahmedin	Security Guard (PTAN)	6/28/2019

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

2. Smoking Policy for Second Reading and Final Approval.

MacLaughlin made a motion to accept the Smoking policy for second reading and final approval.
Second by Schapley. Discussion followed
Aye: Baker, MacLaughlin, Budmen, Hewitt, Hluchyj, Schapley.
Final Resolution: Motion Carried

G. OPEN FORUM: nothing

H. BOARD FORUM: Dorianne Gutierrez submitted her resignation from the Board of Trustees which was accepted with reluctance by the board. We thank Dorianne for her time spent on the Board of Trustees and her dedication to the library.

I. EXECUTIVE SESSION –

Baker stated the need for an executive session to discuss the Director's annual performance review. Budmen made a motion and Hluchyj seconded to move into executive session for the previously stated matter.

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

Wisniewski was excused, Morgan was asked to attend.

The board moved into executive session at 7:34 p.m. with action to follow.

Budmen made a motion to return from executive session at 8:23 p.m,
seconded by Hluchyj.

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

Budmen made a motion to give Director Wisniewski a 2% Salary increase.
Seconded by Hluchyj

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

MacLaughlin made a motion to give Assistant Director Reckhow a 2% Salary increase.
Seconded by Budmen

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

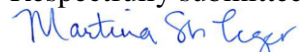
Budmen made a motion to amend the last two motions to make the salary increases for Wisniewski and Reckhow effective July 1, 2019

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

J. ADJOURNMENT: MacLaughlin made a motion to adjourn

Seconded by Budmen.
Aye: Baker, MacLaughlin, Budmen, Hewitt, Hluchyj, Schapley.
Final Resolution: Motion Carried
The meeting was adjourned at 8:34 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board