



BOARD OF TRUSTEES MEETING
Wednesday, July 14, 2021 at 6:30 p.m.

REORGANIZATIONAL MEETING 2021-2022

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. OATH OF OFFICE: The Oath of Office will be administered to Kay Budmen, John Hluchyj, and Dennis McLaughlin by Ashley Gouger.
- D. ELECTION OF OFFICERS: Gouger and Hluchyj representing the Nominating Committee will present the slate of officers and appointments for 2021-2022.
- E. APPOINTMENTS
 1. Clerk to the Board: Martina St.Leger
 2. Treasurer: Carol-Anne Mathews
 3. Independent Auditor: Insero & Co.
 4. Claims Auditor: Sherry Chaar
 5. Official Newspaper: The Post Standard
 6. Attorney: Robert Germain of Germain & Germain LLP, legal counsel, Labor Relations and employment matters
 7. Record Access Officer/FOIL officer: Martina St.Leger
 8. Records Retention Officer: Sheila Smith
- F. ADOPT 2022 ANNUAL CLOSING CALENDAR: Calendar was approved for First Reading in June with final adoption at the July Meeting.
- G. DESIGNATE MEETING DAYS
- H. SET PETTY CASH-ON-HAND AMOUNT
- I. SET MILEAGE REIMBURSEMENT RATE: The standard mileage rate for the use of a car (also vans, pickups or panel trucks) will be 56 cents per mile for the calendar year 2021. The standard mileage rate is likely to change on January 1, 2022.
- J. APPROVAL OF CHASE AND KEY BANK WITH AUTHORIZED SIGNATURES
- K. APPROVAL OF SALARY SCHEDULE: Civil Service Requirement
- L. TRUSTEE AND ADMINISTRATOR POLICY AFFIRMATION AND DISCLOSURE STATEMENT: Annual Conflict of Interest Policy
- M. ADJOURNMENT

Liverpool Public Library 2022 Scheduled Closings Calendar

New Year's Eve (close at 5pm)	Friday, December 31, 2021
*New Year's Day	Saturday, January 1, 2022
*Easter Sunday (only scheduled staff paid)	Sunday, April 17, 2022
*Memorial Day	Monday, May 30, 2022
day before Memorial Day	Sunday, May 29, 2022
*Independence Day	Monday, July 4, 2022
*Labor Day	Monday, September 5, 2022
*Thanksgiving	Thursday, November 24, 2022
*Christmas Eve	Friday, December 24, 2022
*Christmas Day	Saturday, December 25, 2022
New Year's Eve (close at 5pm)	Saturday, December 31, 2022

* Paid holidays for staff.

Scheduled Closings for Summer Sundays

2022: June 19, 26	July 3, 10, 17, 24, 31
August 7, 14, 21, 28	September 4

Board meetings Schedule for 2021/22:

Second Wednesday of every month at 6:30PM (unless otherwise noted)

2021:	2022:
July 14	January 12
August 11	February 9
September 8	March 9
October 13	April 13
November 10	May 11
December 8	June 8

PROPOSED SALARY SCHEDULE 2021-2022

STEP	TITLE	HOURLY RANGE		SALARY RANGE	
		STARTING	MAXIMUM	STARTING	MAXIMUM
1	Library Clerk I Custodial Worker I Security Guard	\$12.50	\$21.00	\$22,750	\$38,220
2	Library Clerk II	\$16.00	\$25.25	\$29,120	\$45,955
3	Custodian I	\$18.00	\$26.00	\$32,760	\$47,320
4	Library Clerk III Graphic Technician Public Information Asst. Account Clerk II	\$20.50	\$27.00	\$37,310	\$49,140
5	Librarian Assistant Custodian II	\$20.75	\$28.00	\$37,765	\$50,960
6	LAN Technical Support Spec Librarian I Personnel Aide	\$21.98	\$31.00	\$40,003	\$56,420
7	Administrative Aide Public Information Spec Security Supervisor	\$22.50	\$35.00	\$40,950	\$63,700
8	Librarian II Personnel Analyst	\$25.50	\$36.00	\$46,410	\$65,520
9	Administrative Asst Librarian III Network Administrator Systems Librarian	\$27.00	\$38.00	\$49,140	\$69,160
10	Assistant Library Director III	\$35.00	\$46.00	\$63,700	\$83,720
11	Library Director III	\$45.00	\$60.00	\$81,900	\$109,200



REGULAR MEETING

A. CALL TO ORDER

B. ACCEPT JUNE MEETING MINUTES

C. CORRESPONDENCE

D. AGENDA CHANGES

E. REPORTS TO THE BOARD

1. Financial Report

a. Approval of Monthly Bills for June 10, 2021 – July 14, 2021

b. Approval of Transfers

2. President's Report

3. Director's Report

4. OCPL Report

F. ITEMS FOR ACTION AND DISCUSSION

1. Personnel

2. Surplus List

3. Richberg Fund

The library received notification of the distribution amount available (\$13,300) this year from the *Alfred W. Richberg Fund for Liverpool Public Library*. The library is required to submit a proposal documenting how it plans to utilize the annual distribution. This year's grant proposal will provide funding for the construction and installation of the Interactive wall, Pixel wall, and Child Carell in the Children's Room.

G. OPEN FORUM

H. BOARD FORUM

I. EXECUTIVE SESSION –

J. ADJOURNMENT



MINUTES
BOARD OF TRUSTEES MEETING
June 9, 2021
Carman Community Room

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

Absent: MacLaughlin

Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; S. Smith, Admin. Asst.; M. St. Leger, Clerk to the Board, other staff and members of the public.

REGULAR MEETING

- A. **CALL TO ORDER:** President Budmen called the regular meeting to order at 6:32 p.m.
- B. **SALUTE TO THE FLAG**
- C. **ACCEPT MAY REGULAR AND SPECIAL MEETING MINUTES.**
- D. **CORRESPONDENCE:** none
- E. **AGENDA CHANGES:** none
- F. **REPORTS TO THE BOARD**
 1. **Financial Report**
 - The Board received the Budget and Revenue Status Report through May. These reports were previously distributed electronically.
 - Bank Statements through April 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.
 - Budmen reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated May 6, 2021 through June 9, 2021.
 - Gouger seconded the motion.
 - Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, and Schapley.
 - Final Resolution: Motion Carried
 2. **President's Report:** no report
 3. **Director's Report**
 - June program guide. July and August. More than 80 programs. Purchased a 20x30 tent for the Dinosaur garden.
 - Assistant Director Reckhow provided an update on the Student Library Card initiative with Liverpool Central School District. The tentative name of the student library card is 'Pool Pass. A Memorandum of Understanding will be completed and sent to our attorney for review in the next few days.
 - Notary Service and Passport appointments are available again.
 - Reckhow provided an update on the schedule for the Children's Room renovations
 4. **OCPL Report:** OCPL is working to fill vacant positions. LPL is now receiving daily deliveries. Inter Library Loan has restarted minimally.
- G. **ITEMS FOR ACTION AND DISCUSSION**
 1. **Budget Vote Results:**

The library budget for 2021-2022 was approved with vote results of 943 yes and 193 no votes cast. Kay Budmen received 935 votes and John Hluchyj received 784 votes. Budmen and Hluchyj were elected to 5-year terms.
 2. **Personnel Changes:** no changes
 3. **Board Nominating Committee for 2021-2022 officers**

Gouger and Hluchyj were appointed to the Board Nominating Committee.
 4. **Privacy Policy for Third Reading and Final Approval**

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

5. 2021 Closing Calendar

Motion to accept the policy for First Reading by MacLaughlin, second by Hewitt.

Aye Budmen, Baker, Gouger, Hewitt, Hluchyj, and Schapley.

Final Resolution: Motion Carried

6. Fines

Motion by Hluchyj to suspend charging fines on adult books and media effective July 1, 2021 second by Baker.

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

Final Resolution: Motion Carried

H. OPEN FORUM: none

I. BOARD FORUM:

J. EXECUTIVE SESSION –

Budmen stated the need for an executive session to discuss a Legal Matter with possible action to follow.

Baker made a motion and Gouger seconded to move into executive session at 7:37 p.m. for the previously stated matter.

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

Final Resolution: Motion Carried

Wisniewski, Reckhow, and Smith were asked to attend.

Hewitt left the executive session prior to its conclusion.

Gouger made a motion to return from executive session at 8:07 p.m., seconded by Schapley.

Aye: Budmen, Baker, Gouger, Hluchyj, and Schapley

Final Resolution: Motion Carried

Baker made a motion to reinstate the budget line to pay the Clerk to the Board a \$5,000 annual stipend starting with the 2021-2022 budget which was seconded by Gouger.

Aye: Budmen, Baker, Gouger, Hluchyj, and Schapley.

Final Resolution: Motion Carried

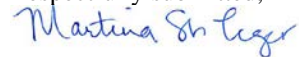
Shapley made a motion seconded by Baker to establish a job description for the position of Clerk to the Board.

Aye: Budmen, Baker, Gouger, Hluchyj, and Schapley.

Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 8:09 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board

**LIVERPOOL CENTRAL SCHOOL DISTRICT
TREASURER'S REPORT
April 30, 2021**

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
<u>JP MORGAN CHASE</u>				
School Lunch XXX XXX 0904	\$1,275,385.23	\$323.24	\$0.00	\$1,275,708.47
General MM XXX-XX6788	\$23,510,941.43	\$0.00	\$0.00	\$23,510,941.43
Reserve MM XXX-XX3311	\$0.00	\$0.00	\$0.00	\$0.00
General Disb. NOW XXX-XX5257	\$5,912,945.50	\$0.00	\$1,091,372.23	\$4,821,573.27
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$375,435.70	-\$375,435.70 (1)
Public Library savings XXX-XX8316	\$1,542,287.47	\$0.00	\$0.00	\$1,542,287.47
Expendable Trust XXX-XXX7906	\$184,730.04	\$0.00	\$0.00	\$184,730.04
Capital Fund MM XXX-XX8251	\$8,809,199.51	\$0.00	\$0.00	\$8,809,199.51
Benefit Funding Account XXX-XX5230	\$50,000.00	\$0.00	\$0.00	\$50,000.00
<u>NYCLASS</u>				
General Fund XXX-XX1131	32,002,777.75	0.00	0.00	\$32,002,777.75
<u>CITIZENS BANK</u>				
General Fund XXXXXX-162-4	\$4,279,214.96	\$0.00	\$0.00	\$4,279,214.96
<u>M & T</u>				
Capital Fund MM XXXXXXXXXX6329	\$708,679.20	\$0.00	\$0.00	\$708,679.20
General Fund MM XXXXXXXXXX5708	\$2,298,192.94	\$0.00	\$0.00	\$2,298,192.94
<u>KEYBANK</u>				
General fund XXX-XX611-2	\$0.00	\$0.00	\$0.00	\$0.00
Public Library NOW XXX-XX0061	\$518,224.61	\$0.00	\$0.00	\$518,224.61
TOTALS	\$81,092,578.64	\$323.24	\$1,466,807.93	\$79,626,093.95

- (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	\$74,446,833.05	\$6,459,802.65	\$16,533,176.66	\$64,373,459.04
School Lunch	\$1,291,947.56	\$4,560.32	\$20,799.41	\$1,275,708.47
Special Aid	\$0.00	\$405,772.00	\$405,772.00	\$0.00
Capital, Cap Int & Debt Serv.	\$13,485,465.76	\$444.28	\$1,194,059.98	\$12,291,850.06
Public Library	\$2,440,125.39	\$10,662.12	\$390,275.43	\$2,060,512.08

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 \$651,900 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	1,275,385.23			
General MM	23,510,941.43			
Reserve MM	0.00			
General Disb NOW	5,912,945.50			
General Disbursing	0.00			
Public Library Savings	1,542,287.47			
Expendable Trust	184,730.04			
Capital Fund MM	8,809,199.51			
Benefit Funding Account	\$50,000.00			
TOTAL	41,285,489.18	500,000.00	41,770,505.00	985,015.82
CITIZENS BANK				
General fund	4,279,214.96	4,279,214.96	0.00	0.00
* NYCLASS				
General fund	32,002,777.75	250,000.00	31,752,777.75	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	708,679.20			
General MM	2,298,192.94			
TOTAL	3,006,872.14	250,000.00	2,812,009.79	55,137.65
KEYBANK				
General Fund MM	0.00			
Public Library NOW	518,224.61			
TOTAL	518,224.61	250,000.00	294,948.69	26,724.08
TOTAL	\$81,092,578.64	\$5,529,214.96	\$76,630,241.23	\$1,066,877.55

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 06/30/2021

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Budget Account	Description	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
160 Non-Instructional Salarie		1,972,000.00	1,773,280.48	0.00	0.00	198,719.52
200 Furniture & Equipment		145,000.00	19,018.91	0.00	0.00	125,981.09
400 Contractual		343,150.00	225,725.45	0.00	0.00	117,424.55
450 Supplies		372,700.00	271,296.70	0.00	0.00	101,403.30
810 Employee Retirement		230,000.00	202,030.05	0.00	0.00	27,969.95
830 Social Security		160,500.00	131,044.46	0.00	0.00	29,455.54
840 Workers Compensation		25,000.00	22,088.00	0.00	0.00	2,912.00
850 Unemployment Insurance		2,000.00	0.00	0.00	0.00	2,000.00
860 Health Insurance		889,450.00	807,781.87	0.00	0.00	81,668.13
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00
Total PUBLIC LIBRARY		4,139,800.00	3,452,265.92	0.00	0.00	687,534.08

LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 07/07/2021

Fiscal Year: 2021

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	3,884,453.34	0.00	5,946.66	
1081-000		Contrib in Lieu of Taxes	65,000.00	65,000.00	19,468.77	0.00	45,531.23	
2082-000		Library Charges	33,000.00	33,000.00	1,415.71	0.00	31,584.29	
2401-000		Interest Earnings	1,400.00	1,400.00	193.69	0.00	1,206.31	
2680-000		Insurance Recoveries	0.00	0.00	0.00	0.00		
2703-VCK		Outstanding Check P/Y	0.00	0.00	325.00	0.00		325.00
2705-000		Gifts and Donations	18,000.00	18,000.00	56,056.48	0.00		38,056.48
2705-DJB		Gifts and Donations-Boyce	0.00	0.00	0.00	0.00		
2760-000		Other Than LLIA Grants	0.00	0.00	7,004.19	0.00		7,004.19
2770-000		Other Unclassified	48,000.00	48,000.00	4,053.05	0.00	43,946.95	
2770-ADJ		Misc. Short and Over	0.00	0.00	7.64	0.00		7.64
3840-000		State Aid for Libraries	1,000.00	1,000.00	197,177.00	0.00		196,177.00
3840-A01		System Cash Grant	38,000.00	38,000.00	10,708.00	0.00	27,292.00	
5999-000		Appropriated Fund Balance	0.00	0.00	0.00	0.00		
Total PUBLIC LIBRARY			4,094,800.00	4,094,800.00	4,180,862.87	0.00	155,507.44	241,570.31

Selection Criteria

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

These are estimates to balance the budget

**Liverpool Public Library
Budget Transfers**

2020-2021 Budget Transfer

Account Number	Description	Explanation of Transfer	Transfer from Amount	Transfer to Amount
7410-400-40416	Database/Software Maint	Clear deficit		\$3,000
7410-400-40438	Continuing Education	Clear deficit		\$1,000
7410-450-45333	Computer Software	Clear deficit		\$1,000
7410-400-40468	Main & Lg Equip Repair	Funds Available	\$5,000	

2021-2022 Budget Transfer

Account Number	Description	Explanation of Transfer	Transfer from Amount	Transfer to Amount
7410-160-16199	Extra Pay Line	Funds available	\$5,000	
7410-160-16138	Clerk of the Board	Funds required		\$5,000

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 07/07/2021

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	0.00	0.00	1,441,345.00	494,655.00
200 Furniture & Equipment		85,000.00	0.00	0.00	0.00	85,000.00
400 Contractual		371,300.00	880.73	880.73	0.00	370,419.27
450 Supplies		402,000.00	1,029.00	1,029.00	0.00	400,971.00
810 Employee Retirement		230,000.00	0.00	0.00	201,791.07	28,208.93
830 Social Security		160,500.00	0.00	0.00	110,262.90	50,237.10
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	0.00	0.00	0.00	925,000.00
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00
Total PUBLIC LIBRARY		4,139,800.00	1,909.73	1,909.73	1,753,398.97	2,384,491.30

LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 07/07/2021

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	0.00	0.00	3,890,400.00	
1081-000		Contrib in Lieu of Taxes	65,000.00	65,000.00	0.00	0.00	65,000.00	
2082-000		Library Charges	15,000.00	15,000.00	0.00	0.00	15,000.00	
2401-000		Interest Earnings	1,000.00	1,000.00	0.00	0.00	1,000.00	
2680-000		Insurance Recoveries	0.00	0.00	0.00	0.00		
2703-VCK		Outstanding Check P/Y	0.00	0.00	0.00	0.00		
2705-000		Gifts and Donations	18,000.00	18,000.00	0.00	0.00	18,000.00	
2705-DJB		Gifts and Donations-Boyce	0.00	0.00	0.00	0.00		
2760-000		Other Than LLIA Grants	0.00	0.00	0.00	0.00		
2770-000		Other Unclassified	48,000.00	48,000.00	0.00	0.00	48,000.00	
2770-ADJ		Misc. Short and Over	0.00	0.00	0.00	0.00		
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	0.00	0.00	30,000.00	
5999-000		Appropriated Fund Balance	0.00	0.00	0.00	0.00		
Total PUBLIC LIBRARY			4,068,400.00	4,068,400.00	0.00	0.00	4,068,400.00	0.00

Selection Criteria

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

These are estimates to balance the budget

Surplus Equipment List

July 2021

Fixed Inv. ID	Date Acquired	Item Description	Reason for Surplus
23314	7/1/2007	MovinCool PC7 Poratble Air Conditioning Unit	Replaced with a better model
23413	5/30/2013	AWE Afterschool Edge workstation	Out of date
23402	12/17/2012	Computer, AWE Early Literacy Station	Out of date
23422	6/13/2014	Computer, Dell Optiplex 9020 AIO Computer	hardware failure
23425	6/13/2014	Computer, Dell Optiplex 9020 AIO Computer	Logic board issues