



MINUTES
BOARD OF TRUSTEES MEETING
July 14, 202
Sargent Meeting Room

**Trustees present: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin,
Schapley (arrived at 6:43)**

**Staff: G. Wisniewski, Director; S. Reckhow, Asst Director; S. Smith, Business Manager;
M. St.Leger, Clerk to the Board**

REORGANIZATIONAL MEETING 2021-2022

A. CALL TO ORDER

President Budmen called the reorganizational meeting to order at 6:33 p.m.

B. SALUTE TO THE FLAG

C. OATH OF OFFICE: The Oath of Office was administered by Ashley Gouger to Kay Budmen, John Hluchyj, and Dennis McLaughlin

D. ELECTION OF OFFICERS: Gouger and Hluchyj representing the Nominating Committee presented the following slate of officers and appointments for 2021-2022:

President: Kay Budmen

Vice President: Ashley Gouger

Secretary: Mary Schapley

Motion by Baker second by Hewitt.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin.

Final Resolution: Motion Carried.

E. APPOINTMENTS

1. Clerk to the Board: Martina St.Leger

2. Treasurer: Carol-Anne Mathews

3. Independent Auditor: Insero & Co

4. Claim Auditor: Sharry 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

Motion by Gouger second by Hluchyj.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin.

Final Resolution: Motion Carried.

F. ADOPT 2022 ANNUAL CLOSING CALENDAR

McLaughlin made a motion and Hluchyj seconded to adopt the 2022 Annual Closing Calendar as presented.

Motion by Budmen second by Hluchyj.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin.

Final Resolution: Motion Carried.

G. DESIGNATE MEETING DAYS

Budmen made a motion and Hluchyj seconded to hold the board meetings at 6:30 p.m. on the second Wednesday of every month unless otherwise noted.

Motion by Gouger second by Baker.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin.

Final Resolution: Motion Carried

H. SET PETTY CASH-ON-HAND AMOUNT

MacLaughlin made a motion and Gouger seconded to set the petty cash-on-hand amount at \$150 administered by the Business Manager. All were in favor.

Motion by Hewitt second by McLaughlin.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin.

Final Resolution: Motion Carried

I. SET MILEAGE REIMBURSEMENT RATE: The standard mileage rate for the use of a car (also vans, pickups or panel trucks) is 56 cents per mile for the calendar year 2021. The standard mileage rate is likely to change on January 1, 2022.

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 Hluchyj.

Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin.

Final Resolution: Motion Carried

J. APPROVAL OF CHASE AND KEY BANK WITH AUTHORIZED SIGNATURES

Baker made a motion and Hewitt seconded to approve both Chase Bank and Key Bank as depositories for library funds. Carol-Anne Mathews, Treasurer of the LCSD or Sheila Smith, LPL Business Manager, as authorized signatures on the bank accounts at Chase and Key Bank. All were in favor.

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

Final Resolution: Motion Carried

K. APPROVAL OF SALARY SCHEDULE: Civil Service Requirement

Baker made a motion and Gouger seconded to approve the Salary Schedule as presented.

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

Final Resolution: Motion Carried

L. TRUSTEE AND ADMINISTRATOR POLICY AFFIRMATION AND DISCLOSURE

STATEMENT: Annual Conflict of Interest Policy

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

M. ADJOURNMENT

The meeting was adjourned at 6:48 p.m

REGULAR MEETING

A. CALL TO ORDER

President Budmen called the regular meeting to order at 6:49 p.m

B. ACCEPT JUNE MEETING MINUTES

C. CORRESPONDENCE: none

D. AGENDA CHANGES: none

E. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget Status Report through June. These reports were previously distributed electronically.
- Bank Statements through April 2020 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.
- Baker reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorizes account transfers and payment of invoices dated June 10, 2021, through July 14, 2021.

Schapley seconded the motion.

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

Final Resolution: Motion Carried

2. President's Report

- No report

3. Director's Report

- LPL will return to full open hours beginning Tuesday September 7, 2021.
 - Monday – Thursday, 9am – 9pm
 - Friday, 9am – 5pm
 - Saturday 9am – 4pm
 - Sunday, 11am – 4pm
- Dewitt, Tully, and Manlius Libraries have all gone fine free now.
- The renovation of the Children's Room has been delayed a bit. The shelving and furniture were ordered in a timely manner, but supply chain issues have caused delays. A smaller children's collection is available in the studio space.

4. OCPL Report: MOU committee working on the agreement between OCPL and member libraries for the services provided by OCPL to member libraries. Each member library will have to approve the MOU and accept it prior to their September Trustees meeting.

F. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

No changes

2. Surplus List

| Inventory 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 |

Motion by Baker second by Hluchyj.

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

Final Resolution: Motion Carried

3. Richberg Grant

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

Motion by Baker to authorize the Director to submit grant application second by Hewitt.

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

Final Resolution: Motion Carried

G. OPEN FORUM: no comments

H. BOARD FORUM: President Budmen welcomed Dennis McLaughlin to the board.

I. EXECUTIVE SESSION – Executive Session

Budmen stated the need for an executive session to discuss a legal matter with no action to follow. Gouger made a motion and Hewitt seconded to move into executive session for the previously stated matter.

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

Final Resolution: Motion Carried

Wisniewski, Reckhow and Smith were asked to attend.

The board moved into executive session at 7:13 p.m. with no action to follow.

The executive session for the legal matter ended at 7:43 p.m.,

The executive session to discuss the Director's annual performance review began at 7:44 p.m.

Wisniewski, Reckhow and Smith were asked to attend.

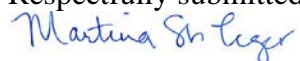
Baker made a motion to return from executive session at 8:25 p.m, seconded by Hewitt.

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

Final Resolution: Motion Carried

J. ADJOURNMENT: The meeting was adjourned at 8:26 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board