



MINUTES
BOARD OF TRUSTEES MEETING
July 12, 2023
Carman Community Room

Trustees present: Budmen, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.

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

REORGANIZATIONAL MEETING 2023-2024

A. CALL TO ORDER

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

B. SALUTE TO THE FLAG

C. OATH OF OFFICE: The Oath of Office was administered to Veronica Mainville and David Wood by President Gouger

D. ELECTION OF OFFICERS: Budmen and Hewitt representing the Nominating Committee presented the following slate of officers and appointments for 2023-2024:

President: Ashley Gouger

Vice President: John Hluchyj

Secretary: Dennis McLaughlin

Motion by Budmen to elect the slate of officers as presented and seconded by Hewitt.

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

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. Claims Auditor: Mark Carter

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 Hluchyj to approve the Appointments as presented second by Budmen.

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

Final Resolution: Motion Carried.

F. ADOPT 2024 ANNUAL CLOSING CALENDAR

Mainville made a motion and Budmen seconded to adopt the 2024 Annual Closing Calendar as presented.

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

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.

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

Final Resolution: Motion Carried.

H. SET PETTY CASH-ON-HAND AMOUNT

Hluchyj made a motion and Budmen seconded to set the petty cash-on-hand amount at \$200 administered by the Business Manager.

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

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 65.5 cents per mile for the calendar year 2023. The standard mileage rate is likely to change on January 1, 2024.

Motion by Budmen to set the reimbursed mileage rate equal to the current business rate as determined and posted by the Internal Revenue Service second by Wood.

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

Final Resolution: Motion Carried.

J. APPROVAL OF CHASE AND KEY BANK WITH AUTHORIZED SIGNATURES

Hewitt made a motion and Mainville 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, Gouger, Hewitt, Hluchyj, Mainville, McLaughlin, Wood.

Final Resolution: Motion Carried.

K. APPROVAL OF SALARY SCHEDULE: Civil Service Requirement

Wood made a motion and Budmen seconded to approve the Salary Schedule as presented.

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

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 6:42 p.m

REGULAR MEETING

A. CALL TO ORDER

President Gouger called the regular meeting to order at 6:42 p.m

B. ACCEPT JUNE REGULAR AND SPECIAL MEETING MINUTES

C. CORRESPONDENCE:

- Thank you note from Ms. Ellsworth's and Mrs. Wright's class for their visit from Librarian Joellyn Murry.
- Note from a patron expressing thanks and praise for Librarian Perez's assistance.

D. AGENDA CHANGES: none

E. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget Status Reports through June. These reports were previously distributed electronically.
- Bank Statements through April 2023 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 June 15, 2023, through July 12, 2023.

Budmen made a motion to authorize payment of the audited invoices. Hluchyj seconded the motion.

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

Final Resolution: Motion Carried

2. President’s Report: Gouger welcomed Trustees Mainville and Wood to their first terms as elected members of the library board.

3. Director’s Report

- The library has been incredibly busy especially since the launch of Summer Reading. So many children were excited to come to the library after meeting our librarians during school visits.
- Reckhow is very pleased with the many new partnerships that have been forged this summer. Andrew Leary of CNY Robotics led a Teen Robotics Camp at the end of June and will return in July for another camp for our Tweens.
- The Summer Reading Program has seen an increase in participation over the past few years as we moved away from the requirement to log books and are simply asking patrons to make a pledge to read. The option to log books is still available.
- Outreach has been very successful with their LPL2Go events at Duerr Road Park. Patrons are able to use the Tech Van’s Wi-Fi, and check out available materials.
- The digital sign in lobby was upgraded and now plays video. We are waiting for monitors to be installed outside the Carman Community Room, Sargent Meeting Room, Collaborate, and the Studio that will display the day’s events in each space.
- An RFP will be released in early August for a Strategic Plan Consultant.
- We are planning a Staff Development day for late October.
- Budmen complimented the staff on the increased collaboration with the school district.
- Gouger was pleased to see so much information available from LPL when she attended Kindergarten screening at LCSD.
- Our Communications Department has prepared an Impact Report which will be available on the website and in the library.

4. OCPL Report: no report

5. Trustee Advisory Council: no report

F. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

| | Name | Position | Salary | Effective Date |
|-------------|--------------------|-------------------|-------------|----------------|
| Retirement | Veri, Anthony | Custodian 1 | | 7/22/2023 |
| Promotion | McCurdy, Melissa | Librarian 1 | \$24.73 p/h | 7/10/2023 |
| Appointment | Kenific, Stephanie | Librarian 1(ptan) | \$24.00 p/h | 6/23/2023 |

Motion by Mainville to accept the Personnel Changes as presented second by Hluchyj.

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

Final Resolution: Motion Carried

2. Surplus List

| ID # | Date Acquired | Item Description | Reason for Surplus |
|-------|---------------|--------------------------------|--|
| 23529 | 1/17/2016 | Computer Desk | no longer needed |
| 23535 | 1/17/2016 | Computer Desk | no longer needed |
| 21885 | 10/1/1988 | Lowell Lighting System | no longer needed |
| 23430 | 6/13/2014 | Dell 9020 All-in-One computer | hardware failure |
| 23542 | 7/1/2017 | Dell 7440 All-in-One computer | old, will not support modern Operating systems |
| 23475 | 4/30/2015 | Apple 12.5" Macintosh computer | old, will not support modern Operating systems |

Wood made a motion to accept the surplus list as presented, second by Budmen.

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

Final Resolution: Motion Carried

G. OPEN FORUM: no comments

H. BOARD FORUM: Trustee Wood stated he is excited for this opportunity to support the library as a board member and described some of his experiences growing up in the village as a frequent visitor to the library.

I. EXECUTIVE SESSION –

Gouger stated the need for an executive session to discuss the employment history of a particular person with action to follow. Budmen made a motion and Hluchyj seconded to move into executive session for the previously stated matter.

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

Final Resolution: Motion Carried

The board moved into executive session at 7:04 p.m. with action to follow.

Mainville made a motion to return from executive session at 7:19 p.m., seconded by Hewitt.

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

Final Resolution: Motion Carried

Hluchyj made a motion to accept the management agreement and increase the base salary of the Director, the Administrative Assistant, and the Administrative Aide by 3% effective July 1, 2023. Motion seconded by Wood.

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

Final Resolution: Motion carried.

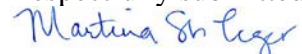
Motion by Hluchyj to increase the annual stipend by 3% for both the Claims Auditor and the Clerk to the Board effective July 1, 2023. Claims Auditor will be paid \$4,140 and the Clerk to the Board will receive \$5,304. Second by Budmen.

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

Final Resolution: Motion Carried

J. ADJOURNMENT: The meeting was adjourned at 7:21 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board