



**BOARD OF TRUSTEES MEETING**  
**Carmen Community Room**  
**310 Tulip St., Liverpool**  
**Wednesday, June 9, 2021 at 6:30 p.m.**

**REGULAR MEETING**

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT MAY REGULAR MEETING MINUTES and SPECIAL MEETING MINUTES
- D. CORRESPONDENCE
- E. AGENDA CHANGES
- F. REPORTS TO THE BOARD
  - 1. Financial Report
    - a. Approval of Monthly Bills for May 5, 2021 – June 9, 2021
  - 2. President’s Report
    - a.
  - 3. Director’s Report
  - 4. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
  - 1. Budget Vote Results: **Yes = 943**, No = 193, the Library Budget passed.  
Votes for Trustee: Kay Budmen = 935, John Hluchyj = 784
  - 2. Personnel
  - 3. Board Nominating Committee for 2021-2022 officers
  - 4. Privacy Policy for Third Reading and Final Approval
  - 5. 2022 Closing Calendar
  - 6. Fines.
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION– *Board may have the need to enter into Executive Session*
- K. ADJOURNMENT



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**May 5, 2021**  
**Carman Community Room**

**Trustees present: Budmen, MacLaughlin, , Gouger, Hewitt, Hluchyj, and Schapley (via zoom)**

**Absent: Baker**

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

**PUBLIC HEARING:**

President Budmen called the Public Hearing to order at 6:30 p.m.

The Liverpool Public Library budget that has been approved by the Board of Trustees and put before the voters of the Liverpool Central School District for fiscal year 2021-2022 is \$4,139,800. Discussion followed.

The public hearing was closed at 6:43pm

**REGULAR MEETING**

- A. **CALL TO ORDER:** President Budmen called the regular meeting to order at 6:44 p.m.
- B. **SALUTE TO THE FLAG**
- C. **ACCEPT APRIL MEETING MINUTES.**
- D. **CORRESPONDENCE:** Thank you note
- E. **AGENDA CHANGES:** Action Item #4 moved up to President's Report
- F. **REPORTS TO THE BOARD**
  1. **Financial Report**
    - The Board received the Budget and Revenue Status Report through April. These reports were previously distributed electronically.
    - Bank Statements through February 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.
    - Gouger reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated March 11, 2021 through April 14, 2021.  
Hluchyj seconded the motion.  
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, and Schapley.  
Final Resolution: Motion Carried
  2. **President's Report:**
    - Hewitt made a motion to create the position of Claims Auditor to report to the Board which was seconded by Hluchyj.  
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, and Schapley.  
Final Resolution: Motion Carried
    - MacLaughlin drafted a response to the NYS Comptroller which will be reviewed by legal counsel prior to sending.
    - MacLaughlin made a motion to approve the revised By-laws pending review by legal counsel. Gouger seconded the motion.  
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, and Schapley.  
Final Resolution: Motion Carried
  3. **Director's Report**
    - NYS Department of Library Development issued requirements that libraries must be open minimum hours beginning June 1, 2021. Our required minimum is 55, which is based upon population served. LPL is currently open 50 hours.
    - NYS has increased office capacity to 75% beginning May 19<sup>th</sup>.
    - We have submitted an extension to NYS Library Construction grant until September 15, 2021.

- Two millwork bids have been received for the Children’s Room.

Millwork Scope Item	Bid 1: RB Woodcraft	Bid 2: T-Squared
1. Learning Ladder	\$26,866	\$30,858
2. Play Area	\$3,686	\$5,732
3. Child Carrel	\$1,281	\$3,051
4. Interactive Wall	\$7,473	\$6,946
5. Pixel Wall	\$5,293	\$16,068
Installation/Other	\$8,119	included
<b>Total:</b>	<b>\$52,718</b>	<b>\$62,655</b>
Exclusions	paint	

- Hewitt made a motion to accept the bid submitted by RB Woodcraft Gouger seconded the motion.  
Aye: Budmen, MacLaughlin, Gouger, Hewitt, and Hluchyj.  
Abstain: Schapley.  
Final Resolution: Motion Carried
  - Assistant Director Reckhow provided an update on the Student Library Card initiative with Liverpool Central School District. There are a few more items to complete, including a Memorandum of Understanding, before the program can launch to all students in September 2021. This will be the first such program in NY State.
  - LPL Trustees will be given an lpl.org email address.
4. OCPL Report: OCPL is almost back to being fully staffed but are not yet open full (pre-COVID) hours. LPL is now receiving daily deliveries. Inter Library Loan has restarted minimally.

**G. ITEMS FOR ACTION AND DISCUSSION**

1. Personnel Changes

**RESIGNATION**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Cancro, Maria	Librarian I (ptan)	4/23/2021

Motion to accept the Personnel Changes as presented by MacLaughlin, second by Hluchyj.  
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, and Schapley.  
Final Resolution: Motion Carried

2. Privacy Policy for Second Reading and Final Approval

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

3. Surplus Furniture and Equipment Policy for Second Reading and Final Approval

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

4. By-laws of the Board of Trustees

H. OPEN FORUM: none

I. BOARD FORUM: The Board recognized Don MacLaughlin as this was his last meeting as a Library Trustee for the past 7 years.

J. ADJOURNMENT: The meeting was adjourned at 7:37 p.m.

Respectfully submitted,

*Martina St Leger*

Martina St. Leger, Clerk to the Board



**MINUTES  
BOARD OF TRUSTEES  
SPECIAL MEETING**

May 26, 2021, 6:30pm

Via Zoom Online Conference and streamed on YouTube

**Trustees present: Budmen, Baker, Gouger, Hluchyj, Schapley**

**Absent: MacLaughlin, Hewitt,**

**Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; S. Smith, Admin. Asst.;**

**M. St. Leger, Clerk to the Board**

**SPECIAL MEETING**

**A. CALL TO ORDER**

Budmen called the meeting to order at 6:32 pm.

**B. SALUTE TO THE FLAG**

**C. APPOINT CLAIMS AUDITOR**

Motion by Budmen, second by Schapley to appoint Sherry Chaar as the Claims Auditor for the LPL Board of Trustees from June 2021 – December 2021 at a rate of \$25 per hour reporting to the Board President.

Discussion followed.

Aye: Baker, Budmen, Gouger, Hluchyj, Shapley

Final Resolution: Motion Carried

**D. ADJOURNMENT**

The meeting was adjourned at 6:43 p.m.

Respectfully submitted,

Martina St.Leger, Clerk to the Board

LIVERPOOL CENTRAL SCHOOL DISTRICT  
TREASURER'S REPORT  
March 31, 2021

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
<b>JP MORGAN CHASE</b>				
School Lunch XXX XXX 0904	\$1,291,912.14	\$35.42	\$0.00	\$1,291,947.56
General MM XXX-XX6788	\$33,802,472.61	\$4,536.55	\$0.00	\$33,807,009.16
Reserve MM XXX-XX3311	\$0.00	\$0.00	\$0.00	\$0.00
General Disb. NOW XXX-XX5257	\$5,063,437.11	\$0.00	\$0.00	\$5,063,437.11
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$618,388.52	-\$618,388.52 (1)
Public Library savings XXX-XX8316	\$1,932,548.68	\$0.00	\$0.00	\$1,932,548.68
Expendable Trust XXX-XXX7906	\$183,206.08	\$0.00	\$0.00	\$183,206.08
Capital Fund MM XXX-XX8251	\$9,541,358.17	\$0.00	\$0.00	\$9,541,358.17
Benefit Funding Account XXX-XX5230	\$50,000.00	\$0.00	\$0.00	\$50,000.00
<b>NYCLASS</b>				
General Fund XXX-XX1131	32,001,590.57	0.00	0.00	\$32,001,590.57
February 2021 balance was overstated by \$24.72. Included interest earned March 1, 2021.				
<b>CITIZENS BANK</b>				
General Fund XXXXXX-162-4	\$4,278,968.91	\$0.00	\$0.00	\$4,278,968.91
<b>M &amp; T</b>				
Capital Fund MM XXXXXXXXXX6329	\$708,645.42	\$0.00	\$0.00	\$708,645.42
General Fund MM XXXXXXXXXX5708	\$2,298,083.39	\$0.00	\$0.00	\$2,298,083.39
<b>KEYBANK</b>				
General fund XXX-XX611-2	\$0.00	\$0.00	\$0.00	\$0.00
Public Library NOW XXX-XX0061	\$507,576.71	\$0.00	\$0.00	\$507,576.71
<b>TOTALS</b>	<b>\$91,659,799.79</b>	<b>\$4,571.97</b>	<b>\$618,388.52</b>	<b>\$91,045,983.24</b>

(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	\$62,891,352.40	\$24,657,426.72	\$13,101,946.07	\$74,446,833.05
School Lunch	\$1,323,114.38	\$1,957.27	\$33,124.09	\$1,291,947.56
Special Aid	\$0.00	\$837,537.07	\$837,537.07	\$0.00
Capital, Cap Int & Debt Serv.	\$14,151,689.63	\$498.87	\$666,722.74	\$13,485,465.76
Public Library	\$2,769,353.97	\$4,487.63	\$333,716.21	\$2,440,125.39

I certify that each of the above accounts have been reconciled to the bank balance.

*Carol-Anne M. Mathews*  
 \_\_\_\_\_  
 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)
<u>JP MORGAN CHASE</u>				
School Lunch	1,291,912.14			
General MM	33,802,472.61			
Reserve MM	0.00			
General Disb NOW	5,063,437.11			
General Disbursing	0.00			
Public Library Savings	1,932,548.68			
Expendable Trust	183,206.08			
Capital Fund MM	9,541,358.17			
Benefit Funding Account	\$50,000.00			
TOTAL	51,864,934.79	500,000.00	52,560,921.71	1,195,986.92
<u>CITIZENS BANK</u>				
General fund	4,278,968.91	4,278,968.91	0.00	0.00
<u>* NYCLASS</u>				
General fund	32,001,590.57	250,000.00	31,751,590.57	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.				
<u>M &amp; T</u>				
Capital MM	708,645.42			
General MM	2,298,083.39			
TOTAL	3,006,728.81	250,000.00	2,811,863.60	55,134.79
<u>KEYBANK</u>				
General Fund MM	0.00			
Public Library NOW	507,576.71			
TOTAL	507,576.71	250,000.00	272,888.33	15,311.62
<b>TOTAL</b>	<b>\$91,659,799.79</b>	<b>\$5,528,968.91</b>	<b>\$87,397,264.21</b>	<b>\$1,266,433.33</b>

## 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	1,637,037.95	0.00	131,184.57	203,777.48
200 Furniture & Equipment		145,000.00	16,584.87	0.00	0.00	128,415.13
400 Contractual		343,150.00	201,901.10	0.00	0.00	141,248.90
450 Supplies		372,700.00	225,071.04	0.00	0.00	147,628.96
810 Employee Retirement		230,000.00	191,216.14	0.00	15,486.71	23,297.15
830 Social Security		160,500.00	121,086.34	0.00	10,035.64	29,378.02
840 Workers Compensation		25,000.00	22,088.00	0.00	0.00	2,912.00
850 Unemployment Insurance		2,000.00	1,264.06	0.00	0.00	735.94
860 Health Insurance		889,450.00	657,270.77	0.00	0.00	232,179.23
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00
<b>Total PUBLIC LIBRARY</b>		<b>4,139,800.00</b>	<b>3,073,520.27</b>	<b>0.00</b>	<b>156,706.92</b>	<b>909,572.81</b>

# LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 05/28/2021

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
1001-000		Real Property Taxes	3,890,400.00	0.00	3,890,400.00	3,884,453.34	5,946.66	
1081-000		Contrib in Lieu of Taxes	65,000.00	0.00	65,000.00	19,468.77	45,531.23	
2082-000		Library Charges	33,000.00	0.00	33,000.00	1,369.83	31,630.17	
2401-000		Interest Earnings	1,400.00	0.00	1,400.00	176.91	1,223.09	
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	0.00	18,000.00	55,940.84		37,940.84
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	7,004.19		7,004.19
2770-000		Other Unclassified	48,000.00	0.00	48,000.00	3,030.88	44,969.12	
2770-ADJ		Misc. Short and Over	0.00	0.00	0.00	0.75		0.75
3840-000		State Aid for Libraries	1,000.00	0.00	1,000.00	197,177.00		196,177.00
3840-A01		System Cash Grant	38,000.00	0.00	38,000.00	10,708.00	27,292.00	
5999-000		Appropriated Fund Balance	0.00	0.00	0.00	0.00		
<b>Total PUBLIC LIBRARY</b>			<b>4,094,800.00</b>	<b>0.00</b>	<b>4,094,800.00</b>	<b>4,179,330.51</b>	<b>156,592.27</b>	<b>241,122.78</b>

**Selection Criteria**

Criteria Name: Last Run  
As Of Date: 05/28/2021  
Sort by: Fund  
Printed by Sheila Smith

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

These are estimates to balance the budget



**Liverpool Public Library  
Board Policy**

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*PRIVACY POLICY*

First Reading: 04.14.2021  
Second Reading: 05.05.2021  
Third Reading: 06.09.2021

Confidentiality of library records is covered in NY CLS § 4509 (2001).

Privacy and confidentiality protections are part of library procedures. The library protects the privacy and confidentiality of children as well as adults.

The library collects only that personally identifiable information about users that is needed for the functioning of the library and its Web site. The library retains personally identifiable information about users only as long as it is needed for library functions.

The library does not disclose or distribute users' names, postal addresses, e-mail addresses, phone numbers, borrower records, computer use records or other personal information to outside parties unless required to do so pursuant to subpoena, court order or where otherwise required by law, or needed for the proper functioning of the library. The library will examine any such process, order, or subpoena to determine that a proper showing of good cause has been made in a court of competent jurisdiction.

Any third-party partners, providers, or services contracted by the library are bound by this policy (and all other relevant local, state, or federal laws governing privacy) when collecting, storing, or utilizing any patron data or library records required for the administration, delivery, or fulfillment of the library service(s) they are contracted to provide.

The Liverpool Public Library Board of Trustees endorses "Privacy: An Interpretation of the *Library Bill of Rights*" amended by the American Library Association Council July 1, 2014.

## Liverpool Public Library 2022 Scheduled Closings Calendar

*New Year's Day	Saturday, January 1, 2022
Easter Sunday	Sunday, April 17, 2022
*Memorial Day day before Memorial Day	*Monday, May 30, 2022* 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
<b>* Paid holidays for staff.</b>	

### Scheduled Closings for Summer Sundays

<b>2022:</b> 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)

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