



**BOARD OF TRUSTEES MEETING**  
**Wednesday, June 8, 2022, at 6:30 p.m.**  
**Carman Community Room**

**REGULAR MEETING**

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT MAY MEETING AND MAY SPECIAL MEETING MINUTES
- D. CORRESPONDENCE
- E. AGENDA CHANGES
- F. REPORTS TO THE BOARD
  - 1. Staff Report – Edina Osmanovic
  - 2. Financial Report -
    - a. Approval of Invoices for May 5, 2022, through June 8, 2022
  - 3. President’s Report
  - 4. Director’s Report
  - 5. OCPL Report
  - 6. Trustee Advisory Council
- G. ITEMS FOR ACTION AND DISCUSSION
  - 1. Budget Vote Results: **Yes: 1740**, No: 409, the Library Budget passed.  
Votes for Trustee: Yvette Hewitt 1399  
Dennis McLaughlin 1351  
Mary Schapley 1384
  - 2. Personnel Changes
  - 3. By-Laws for First Reading
  - 4. 2023 Closing Calendar
  - 5. Board Nominating Committee for 2022-2023 officers
  - 6. Change date of July BOT Meeting to Tuesday, July 19
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION – *Board may have the need to enter Executive Session.*
- K. ADJOURNMENT



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**May 4, 2022**  
**Carman Community Room**

**Trustees present: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin,**

**Absent: Schapley**

**Members of the Public, and Staff: G. Wisniewski, Director; S. Reckhow, Asst Director; S. Smith, Business Manager; M. St.Leger, Clerk to the Board, K. Jensen, Comm. Specialist**

**PUBLIC HEARING:**

President Budmen called the Public Hearing to order at 6:31 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 \$4,260,800. Discussion followed.

The public hearing was closed at 6:35pm

**REGULAR MEETING**

A. CALL TO ORDER: President Budmen called the meeting to order at 6:35 p.m.

B. SALUTE TO THE FLAG

C. ACCEPT APRIL MEETING MINUTES

D. CORRESPONDENCE: none

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget Status Reports through April 2022. These reports were previously distributed electronically.
- Bank Statements through February 2022 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 April 13, 2022, through May 4, 2022. Baker made a motion to authorize payment of the audited invoices and approve account transfers. McLaughlin seconded the motion.  
Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin.  
Final Resolution: Motion Carried

2. President's Report: LCSD Librarians would like to incorporate biennial Bresnahan Award in the 'Pool Pass.

3. Director's Report

- LCSD Board of Education is set to accept the piano donation at their next meeting.
- The NYS Construction grant for the Children's Room renovation needs to be closed out by June 2022. All expenses have been incurred and paid.
- Baldwinsville Public Library has an agreement for electricity through BOCES. LPL will explore a similar arrangement.
- Dean of the iSchool at Syracuse University, Raj Dewan, will be visiting LPL on Friday, May 6<sup>th</sup> with Onondaga County Library Board of Trustees President Jill Hurst-Wahl. Several members of the staff are graduates of the iSchool including the Director and the Assistant Director.
- Ashley McGraw received a Citation for Design from the AIA of Central New York for the LPL renovation.
- Wisniewski pointed out the list of community partners in the annual report and gave kudos to the staff who made these connections.

4. OCPL Report: OCPL is now fully staffed in sorting and delivery.

5. Trustees Advisory Council: Trustee Gouger is a member of the Trustees Advisory Council consisting of Trustees from area libraries. Gouger indicated a survey will be conducted of all trustees regarding training and recruitment.

## G. ITEMS FOR ACTION AND DISCUSSION

### 1. Personnel Changes

#### **PROMOTION**

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
McGregor, Deanna	Librarian II	\$27.63 p/h	5/9/2022

#### **APPOINTMENTS**

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Fox-Moore, Madison	Library Clerk I (PT)	\$13.20 p/h	5/2/2022
Meier, Robin	Library Clerk I (PT)	\$13.20 p/h	5/2/2022

#### **RESIGNATION**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Pratt, Ursula	Librarian I (PTAN)	4/18/2022

#### **TERMINATION**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Feagan-Allocco, Carey	Librarian I (PTAN)	4/18/2022
Horbock, Kristin	Library Clerk I (PTAN)	4/18/2022
Monroe, Eddie	Custodial Worker I (PTAN)	4/18/2022

Motion by Hewitt to accept the Personnel Changes as presented second by Baker.

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

Final Resolution: Motion Carried

### 2. Code of Ethics and Conflict of Interest Policy for Second Reading and Final Approval

Motion to approve the policy for second reading and final approval by Gouger second by Hluchyj.

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

Final Resolution: Motion Carried

### 3. Meeting Room Use Policy for Second Reading and Final Approval

Motion to approve the policy for second reading and final approval by Gouger second by Hluchyj.

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

Final Resolution: Motion Carried

## H. OPEN FORUM: no comments

## I. BOARD FORUM:

- Budmen asked Hluchyj to speak about his recent induction into the NYS Outdoorsman Hall of Fame. Hluchyj was pleased to share details of the ceremony and the plaque which will be displayed at the Outdoorsman Museum in Vails Mills, NY.
- Budmen encouraged the board and staff to participate in the Memorial Day parade on Monday, May 30.

## J. EXECUTIVE SESSION –

Budmen stated the need for an executive session to discuss a personnel matter related to a particular employee with no action to follow.

Gouger made a motion and Baker seconded to move into executive session at 7:06 p.m. with action to follow for the previously stated matter.

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

Final Resolution: Motion Carried

St.Leger was asked to attend.

Baker made a motion to return from executive session at 8:08 p.m., seconded by Hewitt.

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

Final Resolution: Motion Carried

Budmen made a motion to appoint Baker and Gouger to co-chair a committee to search for a Library Director which was seconded by Gouger.

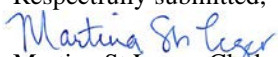
Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin.

Final Resolution: Motion Carried

A special Board Meeting was scheduled for Wednesday, May 25, 2022 at 6:30pm

## K. ADJOURNMENT: The meeting was adjourned at 8:10 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board



**MINUTES  
BOARD OF TRUSTEES  
SPECIAL MEETING  
May 25, 2021, 6:30pm  
Sargent Meeting Room**

**Trustees present: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin,  
Absent: Schapley  
Staff: 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. EXECUTIVE SESSION**

Budmen stated the need for an executive session to discuss a personnel matter related to the Library Director search process with no action to follow.

Gouger made a motion and Baker seconded to move into executive session at 6:34 p.m. with no action to follow for the previously stated matter.

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

Final Resolution: Motion Carried

St.Leger was asked to attend.

Gouger made a motion to return from executive session at 8:04 p.m., seconded by Baker.

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

Final Resolution: Motion Carried

**D. ADJOURNMENT**

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Martina St.Leger, Clerk to the Board

# LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 06/01/2022

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		1,926,000.00	1,557,072.74	0.00	111,165.33	257,761.93
200 Furniture & Equipment		244,255.62	207,766.76	0.00	2,455.01	34,033.85
400 Contractual		377,300.00	232,544.24	0.00	0.00	144,755.76
450 Supplies		400,000.00	255,960.55	0.00	0.00	144,039.45
810 Employee Retirement		230,000.00	191,792.35	0.00	11,152.98	27,054.67
830 Social Security		160,500.00	114,472.01	0.00	8,504.08	37,523.91
840 Workers Compensation		25,000.00	20,999.00	0.00	0.00	4,001.00
850 Unemployment Insurance		5,000.00	0.00	0.00	0.00	5,000.00
860 Health Insurance		925,000.00	744,442.29	0.00	0.00	180,557.71
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00
<b>Total PUBLIC LIBRARY</b>		<b>4,293,055.62</b>	<b>3,325,049.94</b>	<b>0.00</b>	<b>133,277.40</b>	<b>834,728.28</b>

## LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 06/01/2022

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	3,889,860.58	0.00	539.42	
1081-000		Contrib in Lieu of Taxes	65,000.00	65,000.00	36,860.01	0.00	28,139.99	
2082-000		Library Charges	15,000.00	15,000.00	3,979.48	0.00	11,020.52	
2401-000		Interest Earnings	1,000.00	1,000.00	194.63	0.00	805.37	
2705-000		Gifts and Donations	18,000.00	18,000.00	18,008.20	0.00		8.20
2760-000		Other Than LLIA Grants	0.00	0.00	3,500.00	0.00		3,500.00
2770-000		Other Unclassified	48,000.00	48,000.00	17,085.46	0.00	30,914.54	
2770-ADJ		Misc. Short and Over	0.00	0.00	15.52	0.00		15.52
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	38,240.00	0.00		8,240.00
<b>Total PUBLIC LIBRARY</b>			<b>4,068,400.00</b>	<b>4,068,400.00</b>	<b>4,007,743.88</b>	<b>0.00</b>	<b>72,419.84</b>	<b>11,763.72</b>

**Selection Criteria**

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

These are estimates to balance the budget

LIVERPOOL CENTRAL SCHOOL DISTRICT  
TREASURER'S REPORT  
March 31, 2022

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
<b><u>JP MORGAN CHASE</u></b>				
School Lunch XXX XXX 0904	\$2,163,036.68	\$942.01	\$0.00	\$2,163,978.69
General MM XXX-XX6788	\$26,860,562.53	\$0.00	\$0.00	\$26,860,562.53
Reserve MM XXX-XX3311	\$0.00	\$0.00	\$0.00	\$0.00
General Disb. NOW XXX-XX5257	\$4,952,584.83	\$0.00	\$231.67	\$4,952,353.16
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$104,953.50	-\$104,953.50 (1)
<b>Public Library savings</b> XXX-XX8316	<b>\$2,127,235.22</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,127,235.22</b>
Expendable Trust XXX-XXX7906	\$193,907.47	\$0.00	\$0.00	\$193,907.47
Capital Fund MM XXX-XX8251	\$814,710.94	\$0.00	\$0.00	\$814,710.94
Benefit Funding Account XXX-XX5230	\$50,000.00	\$0.00	\$0.00	\$50,000.00
<b><u>NYCLASS</u></b>				
General Fund XXX-XX1131	48,017,242.21	0.00	0.00	\$48,017,242.21
<b><u>CITIZENS BANK</u></b>				
General Fund XXXXXX-162-4	\$4,281,862.73	\$0.00	\$0.00	\$4,281,862.73
<b><u>M &amp; T</u></b>				
Capital Fund MM XXXXXXXXXX6329	\$1,893,871.85	\$0.00	\$0.00	\$1,893,871.85
General Fund MM XXXXXXXXXX5708	\$2,843,100.06	\$314.07	\$2,942.19	\$2,840,471.94
<b><u>KEYBANK</u></b>				
<b>Public Library NOW</b> XXX-XX0061	<b>\$611,216.90</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$611,216.90</b>
<b>TOTALS</b>	<b>\$94,809,331.42</b>	<b>\$1,256.08</b>	<b>\$108,127.36</b>	<b>\$94,702,460.14</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	\$72,351,550.32	\$25,659,741.09	\$13,605,011.68	\$84,406,279.73
School Lunch	\$2,148,177.49	\$15,801.20	\$0.00	\$2,163,978.69
Special Aid	\$0.00	\$2,012,984.53	\$2,012,984.53	\$0.00
Capital, Cap Int & Debt Serv.	\$5,498,624.77	\$78.33	\$0.00	\$5,498,703.10
Public Library	\$2,976,462.82	\$40,899.52	\$278,910.22	\$2,738,452.12

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 \$622,800 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	2,163,036.68			
General MM	26,860,562.53			
Reserve MM	0.00			
General Disb NOW	4,952,584.83			
General Disbursing	0.00			
Public Library Savings	2,127,235.22			
Expendable Trust	193,907.47			
Capital Fund MM	814,710.94			
Benefit Funding Account	\$50,000.00			
TOTAL	37,162,037.67	500,000.00	39,157,856.81	2,495,819.14
<u>CITIZENS BANK</u>				
General fund	4,281,862.73	4,281,862.73	0.00	0.00
* <u>NYCLASS</u>				
General fund	48,017,242.21	250,000.00	47,767,242.21	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	1,893,871.85			
General MM	2,843,100.06			
TOTAL	4,736,971.91	250,000.00	4,576,778.52	89,806.61
<u>KEYBANK</u>				
Public Library NOW	611,216.90			
TOTAL	611,216.90	250,000.00	389,254.45	28,037.55
<b>TOTAL</b>	<b>\$94,809,331.42</b>	<b>\$5,531,862.73</b>	<b>\$91,891,131.99</b>	<b>\$2,613,663.30</b>



## PERSONNEL CHANGES

### PROMOTION

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Start Date</b>
Perez, Daniel	Librarian II	\$26.25 p/h	5/23/2022

### APPOINTMENTS

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Start Date</b>
Abraham, Naif	Librarian I (FT)	\$21.98 p/h	6/6/2022

**BY-LAWS  
of the  
Board of Trustees  
LIVERPOOL PUBLIC LIBRARY  
310 Tulip St.  
Liverpool, NY 13088**

**ARTICLE I  
BOARD OF TRUSTEES**

**Section 1. Membership**

The Membership of the Board of Trustees of the Liverpool Public Library shall consist of seven (7) persons who at the time of appointment or election shall have attained the age of at least eighteen (18) years and shall be residents of the Liverpool Central School District, as required by Section 3(1) of the “Public Officers Law”.

**Section 2. Duties**

- A. To generally oversee the operations of the Library.
- B. To establish Library policy.
- C. To raise monies necessary to operate the Library.
- D. To select and evaluate a professional director.
- E. The Board of Trustees shall be responsible for Library policies, including general oversight, fiduciary responsibility, and employment and evaluation of the Library Director. The Board shall possess all powers, duties, privileges, and responsibilities accorded to Trustees of public libraries and libraries systems of New York State Public Library Law, Rules and the Board of Regents and Regulations of the Commissioner of Education.

**Section 3. Election Procedure**

- A. Candidates for the Office of Trustee shall be nominated for election in the same manner as candidates for the Board of Education.
- B. Trustees shall be elected by the voters of the Liverpool Central School District at an annual meeting in the same manner as trustees are elected for the School District Board of Education.

C. The term of office shall begin July 1 and continue for a period of five (5) years or until a replacement by a qualified successor. ~~No Trustee shall hold office consecutively for more than two (2) full terms plus an initial partial term, if any.~~

D. Each trustee upon election shall take an Oath of Office pursuant to Section Two of the Public Officers Law, within thirty (30) days after commencement of the term of office for which he or she is chosen. The signed Oath shall be filed in the Office of the Onondaga County Clerk.

#### **Section 4. Vacancies**

Vacancies on the Board of Trustees shall be filled by appointment of the Board and shall be for a period until the next annual budget meeting, at which time the vacancy shall be filled for the remainder of the normal term by regular election procedures.

#### **Section 5. Conflict of Interest**

A. Employees Ineligible – Any employee of the Liverpool Public Library shall be ineligible to hold office as a trustee of the Library.

B. Trustees Ineligible – Trustees or members of their immediate families, to include spouse, parent, child, and sibling shall not enjoy the financial gain from the Library business during the trustee’s term of office.

C. Former Trustees and members of their immediate families, to include spouse, parent, child, and sibling may not be employed by the Library within six (6) months of serving on the Board. All trustees are required to sign a conflict of interest statement annually.

## **ARTICLE II OFFICERS**

#### **Section 1. Names of Officers**

The officers of the Board of Trustees shall be President, a Vice-President, and a Secretary of the Board.

#### **Section 2. Duties**

A. The President shall, when present, preside at all meeting of the Board, shall appoint all committees with Board approval, and shall have general oversight of all Library matters except as otherwise provided by law or these By-Laws or by action of the Board. The President shall act as or designate the official spokesperson for the Board.

B. The Vice President shall preside at meetings in the absence of the President and shall assist the President in official duties. The Vice President shall succeed the President in that office in the event it becomes vacant.

C. In the absence of both the President and Vice President, the Secretary shall preside over the meeting.

D. The Clerk to the Board of Trustees, appointed by the Board, shall keep a faithful record of all proceedings of the Board, shall give due notice of all meetings and shall perform such duties as may belong to that office or be delegated by the President. The minutes shall be kept in the Library archives and available to the public upon request. The Clerk to the Board of Trustees will receive an annual stipend as set by the Board for these responsibilities.

E. The President shall annually appoint a Financial Advisor to the Board of Trustees, reviewing reports of financial reports from the appointed Treasurer of the Library.

### **Section 3. Term of Office**

The officers shall be selected by the Board of Trustees from its own membership at the organizational meeting for a term of office of one (1) year.

### **Section 4. Vacancies**

In the event of a vacancy in the office of Vice President or Secretary, the Board shall select a replacement from its membership who shall serve for the remainder of the term.

### **Section 5. Attendance**

Any member of the Board of Trustees who misses three (3) consecutive meetings without a reasonable excuse, acceptable to the President of the Board, shall be considered to have resigned his or her post and a replacement shall be appointed.

## **ARTICLE III FINANCIAL AGENT**

### **Section 1. Definition and Duties**

The Liverpool Central School District shall be the Financial Agent for the Library and shall be responsible for the payments of invoices and claims and disbursement of funds in payment of debts against the Library. The Liverpool Central School District will provide the Claims Audit procedure.

**Section 2. Treasurer – Officer and Duties**

A. The Treasurer of the Liverpool Central School District shall be the Treasurer of the Library but shall not be a member of the Board of Trustees.

B. The Duties of the Treasurer shall be to keep records of income and expense and provide and accounting to the Board of Trustees performing account functions, including but not limited to, claims auditing process.

C. The Internal Auditor for the School District shall be authorized to oversee payment of the debts of the Library after approval of the Director.

**ARTICLE IV  
MEETINGS**

**Section 1. Regular Meetings**

The Board of Trustees shall hold at least twelve (12) regular meetings each year scheduled on a monthly basis.

**Section 2. Annual Meeting**

One Meeting between April 1 and June 30 of the Liverpool Public Library Board of Trustees shall be designated as the Annual Budget Meeting of the Public Library. Its purpose, and only business, shall be to present a Library budget for the ensuing year for the approval of voters of the Liverpool Central School District and to elect a trustee or trustees.

**Section 3. Organizational Meeting**

The first regular monthly meeting following the annual meeting and occurring after July 1 shall be designated the organizational meeting.

**Section 4. Special Meetings**

Special meetings may be held at the call of the President or on the request of three (3) trustees for the transaction of business as stated in the call for the meeting. The President of the Board or the Secretary of the Board may notify each member of the Board of the Special Meeting.

**Section 5. Quorum**

Four (4) Trustees shall constitute a quorum at all meetings of the Board of Trustees.

**Section 6. Rules of Procedure**

The parliamentary rules contained in Robert’s Rules of Order, Revised, shall govern this Board in all cases to which they are applicable and in which they are not inconsistent with our Bylaws, or such special rules of order as may be adopted by the Board.

**ARTICLE V  
COMMITTEES**

**Section 1. Special Committees**

The President may appoint such special committees for specific purpose as may be required, with the approval of the Board of Trustees. The committee will work until completion of the appointed task and provide progress reports at regular board meetings.

**Section 2. Ex-Officio Member**

The President shall be an ex-officio member of all committees unless otherwise designated a member.

**ARTICLE VI  
LIBRARY STAFF**

**Section 1. Procedure**

The Library Director (appointed by the Board) shall advise the Board of Trustees of the hiring and dismissal of the staff.

**Section 2. Duties**

The Library Director shall execute the policies of the Board and shall have charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the buildings and equipment for the employment and direction of the staff, for the efficient of the Library's services to the public, and for the operation of the Library under the financial conditions contained in the annual budget. The Library Director shall render and submit to the Board, reports and recommendations of such policies and procedures which in the option of the Library Director will improve efficient and quality of the Library services. The Library Director shall attend all board meetings except the portion of the meeting at which the Library Director's appointment or salary is to be discussed or decided.

**Section 3. Compensation**

Compensation of the Library Staff shall be as established by the Board of Trustees.

**ARTICLE VII  
AMENDMENTS**

**Section 1. Amendments**

Amendments to these By-laws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be provided to all Trustees absent from the meeting at which the amendment or amendments were

proposed by U.S. mail no later than ten (10) days prior to the scheduled date of the next regular meeting. All proposed amendments are subject to legal review, and the comments of legal counsel regarding the proposed amendments shall be presented to the Board of Trustees prior to the vote on approval of the proposed amendment or amendments. The vote of a majority of the Trustees present at the meeting at which approval is considered shall be sufficient for adoption of the amendment or amendments.

**ARTICLE VIII**  
**INDEMNIFICATION AND INSURANCE**

**Section 1. Indemnification**

The Library shall indemnify, to the fullest extent permissible under Public Officers Law § 18, any person, and the heirs and personal representatives of such person, against any and all judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees, actually and necessarily incurred by or imposed upon such person, or in connection with, or resulting from any claim, action, suit or proceeding, whether civil or criminal, in which such person is a party or is threatened to be made a party by reason of such person being or having been a Trustee, officer, employee or agent of the Library, or by reason of such person being or having been an administrator or a member of any board or committee of the Library or of any such other organization, including, but not limited to, any administrator, board or committee related to any employee benefit plan.

To the fullest extent permissible under the law, the Library may advance expenses incurred in defending a civil or criminal action, suit or proceeding to any such Trustee, officer, employee or agent upon receipt of any undertaking by or on behalf of the Trustee, officer, employee or agent to repay such amount, if it shall ultimately be determined that such person is not entitled to indemnification by the Library. The foregoing right of indemnification and advancement of expenses shall in no way be exclusive of any other rights of indemnification to which any such person may be entitled, under any bylaw, agreement, vote of Trustees or otherwise, and shall inure to the benefit of the heirs and personal representatives of such person. Any repeal or amendment of this Section shall be prospective only and shall not adversely affect any right of protection of a person with respect to any act or omission occurring prior to the time of such repeal or modification.

No indemnification shall be made to or on behalf of a Trustee, officer, employee or agent of the Library if a judgment or other final adjudication adverse to the Trustee, officer, employee, or agent of the Library establishes that his or her acts were committed in bad faith or were the result of active or deliberate dishonesty and were material to the cause of action so adjudicated, or that he or she

personally gained in fact a financial profit or other advantage to which he or she was not legally entitled.

**Section 2. Insurance**

The Library may purchase and maintain insurance on behalf of any person who is or was a Trustee, officer, employee or agent of the Library, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of the person's status as such, whether or not the Library would have the power to indemnify such person against such liability under Public Officers Law § 18.

Adopted: 1980

Approved revisions: April 11, 1995, January 6, 1999, February 1, 2017, January 3, 2018



## **Liverpool Public Library 2023 Scheduled Closings Calendar**

*New Year's Day	Sunday, January 1, 2023
#Easter Sunday	Sunday, April 9, 2023
*Memorial Day	Monday, May 29, 2023
#day before Memorial Day	Sunday, May 28, 2023
*Independence Day	Tuesday, July 4, 2023
*Labor Day	Monday, September 4, 2023
*Thanksgiving	Thursday, November 23, 2023
*Christmas Eve	Sunday, December 24, 2023
*Christmas Day	Monday, December 25, 2023

\* Paid holidays for staff.

# Paid holiday for regularly scheduled Sunday staff

### **Scheduled Closings for Summer Sundays**

<b>2023:</b> June 18, 25	July 2, 9, 16, 23, 30
August 6, 13, 20, 27	September 3

### **Board meetings Schedule for 2022/23:**

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

#### **2022:**

July 13  
August 10  
September 14  
October 12  
November 9  
December 14

#### **2023:**

January 11  
February 8  
March 8  
April 12  
May 10  
June 14