



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**March 13, 2019**  
**Carmen Community Room**

**Trustees present: Gutierrez, MacLaughlin, Budmen, Baker, Schapley, Hewitt, and Hluchyj**  
**Trustees absent:**  
**Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St.Leger, Clerk to the Board**  
**Others: Staff**

**REGULAR MEETING**

**A. CALL TO ORDER**

President Gutierrez called the regular meeting to order at 6:30 p.m

**B. SALUTE TO THE FLAG**

**C. CORRESPONDENCE: none**

**D. AGENDA CHANGES: none**

**E. CONSENT AGENDA**

1. Approval of February 13, 2019 Regular Meeting Minutes
2. Approval of Bills dated February 14, 2019 through March 13, 2019.

Time was taken by each Trustees to review, audit, and approve all invoices. Schapley and Gutierrez reviewed each invoice and corresponding account code prior to the meeting.

Motion by Hluchyj, second by Schapley.

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

Final Resolution: Motion Carried

**F. REPORTS TO THE BOARD**

**1. Staff Report – Kathryn Whitney**

- Whitney is the new Coordinator for User Experience at LPL. She has her MLS from Syracuse University and has a great deal of library experience, having spent the last 19 years as a manager at the Central Branch of OCPL. Whitney is very happy to be here at LPL and excited about the opportunities ahead.

**2. Financial Report - Morgan**

- The Budget Status Reports dated 03/04/2019 include the expenditures through February and revenues through the end of January. These were previously distributed electronically.
- Bank Statements through December 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 Carol Mathews with the reconciliations being done by LCSD's Michelle Stanton.
- The cash flow reports for the Library reported by LCSD's Treasurer through December 31, 2018 show a beginning balance, receipts, disbursements, and ending balance. The Board received copies of the Treasurer's Financial Report showing the cash position by fund.
- The Bill lists with invoices from 02/13/2019 through 03/13/2019 totaling \$ 41,282.04 were reviewed, audited, and approved by the Board.
- Tax certiorari discussion followed.

### 3. President's Report

- No report

### 4. Director's Report

- The Lobby Book sale brought in \$2,167.45 in February. The wishing well contained \$39.31, gift shop purchases totaled \$48.65. The donation box held \$53.35, patrons attending movies donated \$10, and Passport photos generated \$220 in revenue.
  - The LPL Employee Handbook has been edited and sent to legal for review and will be presented to the board for acceptance at the April meeting.
  - Due to the renovations, the Board meetings will have to move. We have contacted the Village of Liverpool about using their meeting room. The Village Board will need to approve use of the space at their next meeting, Monday, March 18, 2019.
  - First-floor update:
    - Work on the Children's bathroom has begun. The asbestos abatement was completed without incident and an air quality report has been received. Framing of the new bathroom has begun. An issue was discovered when work began on the floor in the vestibule. Remedial work has begun to reinforce the supports. There may be additional work needed on the sidewalk. This discovery should not delay the project.
    - Still waiting for word from SED to approve the renovation. Meanwhile we are securing quotes for moving and storage of the book collection.
  - Staff Development Day is set for April 30 and will be held at the Beaver Lake Nature Center. Trustees are welcome to attend all or part of the day. The day's agenda and topics will be forwarded to the Board.
  - Budmen and McGregor made a presentation on this year's Geek Squad Academy grant from Best Buy worth \$80,000 to the LCSD this past Monday. Wisniewski and Chestnut Hill Elementary Principal Todd Bourcy were also in attendance. The Best Buy academy is returning for the third straight year and has been held in a different location each year thereby tapping into a different audience. This year the academy will be held July 17<sup>th</sup> and 18<sup>th</sup> at Chestnut Hill Elementary. The return of the academy speaks volumes to the efforts of Budmen and McGregor and their success with the program. This program is a wonderful example of the Library and the school district working together.
  - The LCSD Education 2020 initiative meetings continue. An informative video is being developed with a goal to present data and survey results to the public in a relatable manner.
5. OCPL Report: There are two finalists for the position of Executive Director. An announcement is expected at the March 20<sup>th</sup> Board of Trustees Meeting.

## G. ITEMS FOR ACTION AND DISCUSSION

### 1. Adopting New Board Policies Policy for First Reading.

Motion to accept the policy for First Reading by Budmen, second by Baker.

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

Final Resolution: Motion Carried

### 2. Inventory Policy for First Reading.

Motion to accept the policy for First Reading by Baker, second by Schapley

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

Final Resolution: Motion Carried

### 3. Resolution to Close Library Fund Account TE 201.

Be it resolved, that the Liverpool Public Library Board of Trustees authorizes the District Treasurer of the Liverpool Central School District to close the Trust Fund

Account TE 201-KY. The remaining account balance of \$493.35 is to be added to Revenue Account 2705-000 Gifts and Donations.

Motion by Budmen, second by Hluchyj.

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

Final Resolution: Motion Carried

4. Surplus Furniture and Equipment List

Motion by Baker to accept the surplus furniture and equipment list as presented, second by Hewitt.

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

Final Resolution: Motion Carried

5. Personnel Changes

Motion to accept the personnel changes as presented.

**RESIGNATIONS**

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Southwick, Brandon	Security Guard (PTAN)	3/11/2019
Hewitt, Brittney	Library Clerk II	2/28/2019

**APPOINTMENTS**

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Start Date</b>
Whitney, Kathryn	Librarian III	\$61,500	3/11/2019
Hyde, Jeremy	Security Guard (PTAN)	\$14 p/h	2/21/2019
Reid, Lonnell	Custodial Worker I (PTAN)	\$12.50 p/h	2/20/2019
Wheeler, Tammy	Custodial Worker I (PTAN)	\$12.50 p/h	2/19/2019

Motion by Baker, second by McLaughlin.

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

Final Resolution: Motion Carried

6. Director's 2019-20 Budget – Third Draft

The board discussed plans and goals for the 2019-2020 budget.

7. Board of Trustees Election

Discussion regarding library budget election on May 21, 2019. There are no open seats.

H. OPEN FORUM: nothing

I. BOARD FORUM: Budmen asked if the Library would be participating in the Liverpool Memorial Day Parade this year. Baker asked for an update on the smoke issue. The neighbor has not been burning wood this winter so there has not been a problem.

J. EXECUTIVE SESSION: none

K. ADJOURNMENT

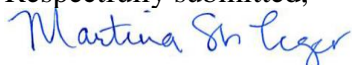
Motion by Baker to adjourn the meeting, second by Hluchyj.

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

Final Resolution: Motion Carried

The meeting was adjourned at 7:36 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board