



## MINUTES BOARD OF TRUSTEES MEETING

March 10, 2021  
via Zoom, YouTube

**Trustees present: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj and Schapley**  
**Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; S. Smith, Admin. Asst.;**  
**M. St. Leger, Clerk to the Board**

### REGULAR MEETING

- A. CALL TO ORDER: President Budmen called the regular meeting to order at 6:31 p.m.
- B. SALUTE TO THE FLAG
- C. ACCEPT FEBRUARY MEETING MINUTES.
- D. CORRESPONDENCE: none
- E. AGENDA CHANGES: none

#### F. REPORTS TO THE BOARD

##### 1. Staff Report – Katherine Jensen, Public Information Specialist

The board welcomed Katherine Jensen who joins Liverpool Public Library from OCM BOCES where she supported school districts and Superintendents with developing their marketing and communication plans. Jensen plans to start with growing LPL's message to the community about all the wonderful programs the library has to offer.

##### 2. Financial Report

- The Board received the Budget and Revenue Status Report through February. These reports were previously distributed electronically.
- Bank Statements through December 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.
- MacLaughlin initiated a discussion regarding the year-to-date vs the estimate for revenue. Smith indicated we received the state construction grant from the library renovation which accounted for the large increase in state aid. An updated accounting of the fund balance will be provided to the board during the April BOT meeting.
- Hewitt reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated February 11, 2021 through March 10, 2021.  
MacLaughlin seconded the motion.  
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Schapley.  
Final Resolution: Motion Carried

##### 3. President's Report:

- Budmen followed up on the discussion from the February meeting regarding the claims audit process and the board's responsibility. A letter of inquiry was sent to two school district public libraries previously audited where Board Oversight was highlighted: Dunham Public Library and Fulton Public Library. Each library was asked to share any steps they have taken to satisfy the auditors recommendations. The board thoroughly discussed which options might be available to the board from hiring a claims auditor to additional training for board members. Budmen, MacLaughlin, Reckhow, and Wisniewski will meet with LPL's legal counsel and request an opinion regarding legal options and next steps.
- During the discussion, Baker noted a concern regarding Article III, Section 1, of the LPL By-Laws states "The Liverpool Central School District will provide the Claims Audit procedure." Budmen asked the matter to be added to the President's Report for the April BOT Meeting.
- New York State Senator Sean Ryan, NYS Senate Libraries Chair, is seeking nominations for outstanding librarian until March 31, 2021. One person will be selected in each region to receive a special recognition.

##### 4. Director's Report

- Quarantine time for returned materials has been reduced from seven to four days on Monday, March 8<sup>th</sup>.
- We are investigating alternatives to the annual book sale, including a few smaller book sales in the Carmen Community Room. Our book donations remain closed. Options for book donations are listed on the website.
- Reckhow provided an update on the Children's Room renovation plans. Shelving has been ordered and is expected in late April or early May. Furniture fabrics and finishes are being finalized. Work should be completed by June 30<sup>th</sup>.

- We continue to explore student library cards. A committee of LPL employees have met to create an ideal program for students. The team has presented their recommendations to Wisniewski and Reckhow. LPL has confirmed what is possible within the Polaris catalog system. Next steps are to determine what is possible with the school district. The goal is for every student to have library access from the first day of kindergarten through graduation.

5. OCPL Report: no report.

## G. ITEMS FOR ACTION AND DISCUSSION

### 1. Personnel Changes

#### TERMINATION

Name	Position	Effective Date
Reid, Lonnell	Custodial Worker (PTAN)	2/10/2021

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

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

Final Resolution: Motion Carried

### 2. Grievance Procedure for Second Reading and Final Approval

Motion to accept the policy for second reading and final approval by Hewitt, second by Baker.

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

Final Resolution: Motion Carried

### 3. Whistleblower Policy for Second Reading and Final Approval

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

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

Final Resolution: Motion Carried

### 4. 2020 Annual Report for Public and Association Libraries

Motion by MacLaughlin to accept the 2020 Annual Report for Public and Association Libraries as presented, second by Hluchyj.

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

Final Resolution: Motion Carried

### 5. Prescription Coverage

RESOLVED, the Board of Trustees of the Liverpool Public Library hereby authorizes a change in the Library's contribution rate for pharmacy benefits. The Library will contribute 90% for individual plan holders and 85% for family plan holders effective July 1, 2021.

Motion by Baker to approve the resolution, second by Gouger.

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

Final Resolution: Motion Carried

### 6. Board of Trustees Election, Open Seats

MacLaughlin will not be running for another term on the LPL Board. Budmen has indicated she will run again 5-year term. Petitions will be available at the LCSD District office beginning Monday, March 15. The required number of signatures for the petition is 25. Petitions must be returned to the district office by 5pm on April 19, 2021.

### 7. Director's 2021-2022 Budget – Third Draft

The Trustees discussed their goals for the 2021-2022 budget with the Director and Assistant Director.

H. OPEN FORUM: no comments

I. BOARD FORUM: Baker stated it was a pleasure serving on the board with MacLaughlin and Hluchyj.

J. ADJOURNMENT: The meeting was adjourned at 8:04 p.m.

Respectfully submitted,

Martina St. Leger, Clerk to the Board