



BOARD OF TRUSTEES MEETING
Wednesday, March 9, 2022, at 6:30 p.m.
Carman Community Room

REGULAR MEETING

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT FEBRUARY MEETING MINUTES
- D. CORRESPONDENCE
- E. AGENDA CHANGES
- F. REPORTS TO THE BOARD
 - 1. Staff Report –
 - 2. Financial Report -
 - a. Approval of Invoices for February 9, 2022, through March 9, 2022
 - b. Transfers
 - 3. President’s Report
 - 4. Director’s Report
 - 5. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
 - 1. Personnel Changes
 - 2. Donations Policy for Second Reading and Final Approval.
 - 3. Workplace Violence Prevention Policy for Second Reading and Final Approval.
 - 4. 2021 Annual Report for Public and Association Libraries.
 - 5. Board of Trustees Election, Open Seats
 - 6. Director’s 2022-23 Budget - Third Draft
- 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
February 9, 2022
Carman Community Room

Trustees present: Budmen, Baker, Gouger, Hluchyj, McLaughlin, Schapley and via zoom: Hewitt
Staff: G. Wisniewski, Director; S. Reckhow, Asst Director; S. Smith, Business Manager;
M. St.Leger, Clerk to the Board, M. Bialczak, Comm. Specialist

REGULAR MEETING

A. CALL TO ORDER

President Budmen called the meeting to order at 6:29 p.m.

B. SALUTE TO THE FLAG

C. ACCEPT JANUARY MEETING MINUTES

D. CORRESPONDENCE:

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. LCSD Presentation —

Dr. Mark Potter, Superintendent, and Daniel Henner, Assistant Superintendent, of the LCSD gave a presentation on the second phase of the Education 2020 implementation, and the Capital Project vote to be held on March 14, 2022.

2. Financial Report

- The Board received the Budget Status Reports through January 2022. These reports were previously distributed electronically.
- Bank Statements through November 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.
- The Independent Claims Auditor reviewed each invoice for the period of January 12, 2022, through February 9, 2022.

Hluchyj made a motion to authorize payment of the audited invoices and approve account transfers.

Schapley seconded the motion.

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

Final Resolution: Motion Carried

3. President’s Report:

- Budmen and Reckhow will participate in a presentation to the LCSD Board of Education on the Pool Pass Virtual Student Library Card initiative at a future meeting. A pilot of the program is set to launch to students in the Soule Road complex the week after February Break.

4. Director’s Report

- Wisniewski gave the board an update on the expiration of the mandatory mask mandate.
- A Liverpool Resident inquired about book challenges and offered his assistance should we receive any.
- NYLA Library Advocacy Day on March 2, 2022 will be virtual this year. They are looking for digital submissions from Library Employees, Trustees and Patrons which will be presented to NYS Legislators.

5. OCPL Report: No Report

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

RESIGNATION

Name	Position	Effective Date
Whiffen, Bailey	Library Clerk 1 (pt)	2/11/2022

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

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

Final Resolution: Motion Carried

2. Donations Policy for First Reading

Motion to approve the policy for First Reading by Gouger second by Baker.

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

Final Resolution: Motion Carried

3. Workplace Violence Prevention Policy for First Reading

Hluchyj made a motion and Gouger seconded to approve the policy for First Reading.

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

Final Resolution: Motion Carried

4. Records retention Policy for Third Reading and Final Approval.

Baker made a motion and McLaughlin seconded to approve the statements for Third Reading and Final Approval.

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

Final Resolution: Motion Carried

5. Director's 2022-2023 Budget – Second Draft


The Trustees discussed the first draft of the 2022-2023 budget.

H. OPEN FORUM: The library is updating the *I Love My Library* project. Mark Bialczak invited the Trustees to participate.

I. BOARD FORUM: no comments

J. ADJOURNMENT: The meeting was adjourned at 8:02 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 03/01/2022

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		1,936,000.00	1,095,291.32	0.00	533,103.86	307,604.82
200 Furniture & Equipment		244,255.62	204,544.76	0.00	2,455.01	37,255.85
400 Contractual		367,300.00	176,133.05	0.00	0.00	191,166.95
450 Supplies		400,000.00	167,651.87	0.00	0.00	232,348.13
810 Employee Retirement		230,000.00	144,044.36	0.00	72,641.02	13,314.62
830 Social Security		160,500.00	80,703.39	0.00	40,782.44	39,014.17
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	519,869.16	0.00	0.00	405,130.84
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00
Total PUBLIC LIBRARY		4,293,055.62	2,409,236.91	0.00	648,982.33	1,234,836.38

LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 03/01/2022

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	7,352.11	0.00	57,647.89	
2082-000		Library Charges	15,000.00	15,000.00	3,106.77	0.00	11,893.23	
2401-000		Interest Earnings	1,000.00	1,000.00	117.96	0.00	882.04	
2705-000		Gifts and Donations	18,000.00	18,000.00	15,565.81	0.00	2,434.19	
2760-000		Other Than LLIA Grants	0.00	0.00	2,500.00	0.00		2,500.00
2770-000		Other Unclassified	48,000.00	48,000.00	9,565.42	0.00	38,434.58	
2770-ADJ		Misc. Short and Over	0.00	0.00	6.21	0.00		6.21
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	34,416.00	0.00		4,416.00
Total PUBLIC LIBRARY			4,068,400.00	4,068,400.00	3,962,490.86	0.00	112,831.35	6,922.21

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
December 31, 2021

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
JP MORGAN CHASE				
School Lunch XXX XXX 0904	\$1,842,710.67	\$331.00	\$0.00	\$1,843,041.67
General MM XXX-XX6788	\$24,260,614.40	\$808.00	\$1,066.83	\$24,260,355.57
Reserve MM XXX-XX3311	\$0.00	\$0.00	\$0.00	\$0.00
General Disb. NOW XXX-XX5257	\$3,306,984.21	\$0.00	\$0.00	\$3,306,984.21
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$251,817.02	-\$251,817.02 (1)
Public Library savings XXX-XX8316	\$3,006,714.21	\$0.00	\$0.00	\$3,006,714.21
Expendable Trust XXX-XXX7906	\$167,095.84	\$0.00	\$0.00	\$167,095.84
Capital Fund MM XXX-XX8251	\$2,694,756.66	\$0.00	\$0.00	\$2,694,756.66
Benefit Funding Account XXX-XX5230	\$50,000.00	\$0.00	\$0.00	\$50,000.00
NYCLASS				
General Fund XXX-XX1131	48,009,837.84	0.00	0.00	\$48,009,837.84
CITIZENS BANK				
General Fund XXXXXX-162-4	\$4,281,225.09	\$0.00	\$0.00	\$4,281,225.09
M & T				
Capital Fund MM XXXXXXXXXX6329	\$1,893,778.46	\$0.00	\$0.00	\$1,893,778.46
General Fund MM XXXXXXXXXX5708	\$2,863,553.97	\$0.00	\$1,726.90	\$2,861,827.07
KEYBANK				
General fund XXX-XX611-2	\$0.00	\$0.00	\$0.00	\$0.00
Public Library NOW XXX-XX0061	\$595,245.83	\$278.54	\$0.00	\$595,524.37
TOTALS	\$92,972,517.18	\$1,417.54	\$254,610.75	\$92,719,323.97

(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.

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Part B: Cash Position by Fund

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
General & Trust and Agency	\$93,340,168.22	\$7,527,159.09	\$20,720,056.83	\$80,147,270.48
School Lunch	\$1,832,493.24	\$10,548.43	\$0.00	\$1,843,041.67
Special Aid	\$0.00	\$552,543.30	\$552,543.30	\$0.00
Capital, Cap Int & Debt Serv.	\$7,378,416.55	\$173.71	\$0.00	\$7,378,590.26
Public Library	\$3,924,633.62	\$2,667.12	\$325,062.16	\$3,602,238.58

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

Carol Anne M. Matheus

Treasurer

Note: Additional district funds of \$629,900 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	1,842,710.67			
General MM	24,260,614.40			
Reserve MM	0.00			
General Disb NOW	3,306,984.21			
General Disbursing	0.00			
Public Library Savings	3,006,714.21			
Expendable Trust	167,095.84			
Capital Fund MM	2,694,756.66			
Benefit Funding Account	\$50,000.00			
TOTAL	35,328,875.99	500,000.00	35,997,141.25	1,168,265.26
<u>CITIZENS BANK</u>				
General fund	4,281,225.09	4,281,225.09	0.00	0.00
<u>* NYCLASS</u>				
General fund	48,009,837.84	250,000.00	47,759,837.84	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 & T</u>				
Capital MM	1,893,778.46			
General MM	2,863,553.97			
TOTAL	4,757,332.43	250,000.00	4,597,479.35	90,146.92
<u>KEYBANK</u>				
General Fund MM	0.00			
Public Library NOW	595,245.83			
TOTAL	595,245.83	250,000.00	346,345.04	1,099.21
TOTAL	\$92,972,517.18	\$5,531,225.09	\$88,700,803.48	\$1,259,511.39

PERSONNEL CHANGES

RESIGNATION

Name	Position	Effective Date
Rasmussen, Andrea	Library Clerk III	3/23/2022

APPOINTMENTS

Name	Position	Salary	Start Date
Abraham, Naif	Librarian I (PT)	\$21.98 p/h	3/1/2022

**Liverpool Public Library
Board Policy**

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DONATIONS POLICY

First Reading: 02.09.2022

Second Reading: 03.09.2022

The Liverpool Public Library gratefully accepts gifts of books, other materials and equipment, which meet the same standards of selection that are applied to purchased materials and equipment.

Donated books, DVDs, or other materials not needed for the library's collection are offered for sale.

All gifts to the library will be free of restrictions and conditions. The Board shall have absolute ownership of all donated art and artifacts or other materials including but not limited to management, display, conservation or disposition. No conditions may be imposed relating to any gift after its acceptance by the Library. It is recognized that unusual circumstances may arise where exceptions to this policy may be in the best interests of the library. Any such exceptions must be approved by the Board of Trustees.

Gifts of cash and other financial instruments are also gratefully received and encouraged. At the discretion of the Board of Trustees, the library may occasionally accept some financial gifts with restrictions imposed.

To conform to the requirements of the Internal Revenue Service, the library cannot provide an appraisal of a gift for tax purposes. It is the responsibility of the donor to have donations appraised for tax purposes.

Donations are arranged through the library director. The library reserves the right to refuse materials and items and to dispose of donations as appropriate.

**Liverpool Public Library
Board Policy**

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*WORKPLACE VIOLENCE
PREVENTION POLICY*

First Reading: 2.09.2022
Second Reading: 03.09.2022

POLICY STATEMENT

This policy is implemented pursuant to the Public Employee Workplace Violence Prevention Regulations, found at 12 NYCRR. Part 800.6. Terms used herein are as defined in 12 NYCRR Part 800.6.

Goals:

Employees of Liverpool Public Library are entitled to work in an environment that is safe and free of unreasonable disruption or violence. Additionally, patrons of the Library are entitled to a similar environment. Therefore, this policy, and corresponding program, training, and education are being implemented to prevent, minimize, and respond to workplace violence.

Objectives: Safe Operations and Responses to Threats and Violence

It is expected that employees will continue to make every effort to work productively with the public. However, when the behavior or actions of a member of the public, or co-worker, makes it impossible to continue an interview, appointment or conduct other library business, contact may be discontinued under certain circumstances.

It is the policy of this Library to refuse to conduct business or continue interaction with members of the public, or employees, who are verbally or physically abusive. It is understood that the refusal is only temporary until additional help, backup, safe arrangements, or other resolution can be made to conduct the necessary task as required by the employee's job.

In addition, Liverpool Public Library recognizes library employees may face potential forms of harassment threats of violence, or violence during the course of working with the public. If those instances of harassment, threats of violence, and violence constitute a crime, they warrant a complaint and possibly an arrest.

It is the policy of this Library that employees should never endure crime or violence in the workplace in the course of their work. All harassment aggravated harassment threats of violence, and actual violence warrants consideration of an immediate complaint to the appropriate law enforcement authority.

In no case shall the Library make a policy, procedure, or create a work climate that prevents employees from exercising their best judgment in a moment of need to call a law enforcement officer when such a crime is committed. All employees should fill out an incident report and report aggressive, threatening, or discriminatory behavior to their supervisor or the Library Director. It shall be the right of employees to press charges and the responsibility of supervisors, or the Library Director, to reinforce, support, and follow-up on the course of appropriate action.

The Library Director shall be responsible for the development of procedures, programs, training, and education to support this policy and the Library's compliance with 12 NYCRR Part 800.6.