



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**March 9, 2022**  
**Carman Community Room**

**Trustees present: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley**  
**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 6:30 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 – Beth Young**

Beth Young, a part-time Librarian I talked to the board about her nearly 28 years with the Liverpool Public Library. Young said the library is her happy place. The Director told the board of Young's cataloging skills which have been invaluable to LPL and took care of all the original cataloging for other libraries in the system during the pandemic.

**2. Financial Report**

- The Board received the Budget Status Reports through February 2022. These reports were previously distributed electronically.
- Bank Statements through December 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 February 10, 2022, through March 9, 2022.

Gouger 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 talked about the recent 'Pool Pass launch at the Soule Road complex. Tulip was on hand to greet the students when they arrived at school on Monday morning after spring break. The students are very excited about the new virtual library cards.

**4. Director's Report**

- Budmen and Reckhow presented the 'Pool Pass project to the LCSD School Board. Wisniewski and McLaughlin were in attendance. The LCSD School Board were very supportive and excited about the virtual student library card and shared their appreciation of LPL.
- Reckhow has submitted a proposal to NYLA for the LPL 'Pool Pass team to present the program at the annual conference in November.
- A book sale was held the first weekend in March. An Innovation team will explore the process of book donations and sales and make recommendations for moving forward.
- The library accepted donations for the Ukraine. Two full bins of donations were taken to the Ukrainian National Home in Syracuse. Donations will be accepted through March 11 and then taken to the Ukrainian National Home.
- Reckhow and Wisniewski have been working with Coordinators to update the Strategic Plan. The updated Strategic Plan will be presented to the board at a meeting in the next few months.

**5. OCPL Report: OCPL has created a Trustee Advisory Committee and trustees from the member libraries are invited to join. The committee will be discussing issues and sharing ideas. Gouger attended the first meeting. The committee's first goal is to hold a trustee training in October. Trustees must complete at least 2 hours of education annually. The next meeting is in late April.**

**G. ITEMS FOR ACTION AND DISCUSSION**

**1. Personnel Changes**

**RESIGNATION**

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

**PROMOTION**

Name	Position	Salary	Start Date
Amanda	Librarian I (FT)	\$21.98 p/h	3/14/2022

**APPOINTMENTS**

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

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

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

Final Resolution: Motion Carried

**2. Donations Policy for Second Reading and Final Approval**

Motion to approve the policy for Second Reading and Final Approval by Baker second by Hluchyj.

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

Final Resolution: Motion Carried

**3. Workplace Violence Prevention Policy for Second Reading and Final Approval**

Motion to approve the policy for Second Reading and Final Approval by Hewitt second by McLaughlin.

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

Final Resolution: Motion Carried

**4. 2021 Annual Report for Public and Association Libraries**

Motion by McLaughlin to accept the 2021 Annual Report for Public and Association Libraries as presented, second by Gouger.

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

Final Resolution: Motion Carried

**5. Board of Trustees Election, Open Seats**

Three trustee's seats expire in June: Hewitt, McLaughlin, and Schapley. Petitions to run for Library Trustee will be available at the LCSD District office beginning Tuesday, March 15. Candidates must obtain 25 signatures from residents of the Liverpool Central School District. Petitions must be returned to the district office by 5pm on April 15, 2021.

**6. Director's 2022-2023 Budget – Third Draft**

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

Motion by Hluchyj to accept the Director's 2022-2023 budget as presented with an increase of 2.49%, second by McLaughlin.

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

Final Resolution: Motion Carried

**H. OPEN FORUM:** Bialczak thanked the Trustees who participated in the I Love My Library campaign which will be displayed in the lobby during April.

**I. BOARD FORUM:** no comments

**J. EXECUTIVE SESSION –**

Budmen stated the need for an executive session to discuss a Legal Matter with no action to follow.

Gouger made a motion and Hewitt seconded to move into executive session at 7:23 p.m. with no action to follow for the previously stated matter.

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

Final Resolution: Motion Carried

Wisniewski, Reckhow and Smith were asked to attend.

Gouger made a motion to return from executive session at 7:47 p.m., seconded by McLaughlin.

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

Final Resolution: Motion Carried

**K. ADJOURNMENT:** The meeting was adjourned at 7:48 p.m.

Respectfully submitted,

*Martina St.Leger*

Martina St.Leger, Clerk to the Board