



MINUTES
BOARD OF TRUSTEES MEETING
May 5, 2021
Carman Community Room

Trustees present: Budmen, MacLaughlin, , Gouger, Hewitt, Hluchyj, and Schapley (via zoom)

Absent: Baker

Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; S. Smith, Admin. Asst.; M. St. Leger, Clerk to the Board, members of the public.

PUBLIC HEARING:

President Budmen called the Public Hearing to order at 6:30 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 \$4,139,800. Discussion followed.

The public hearing was closed at 6:43pm

REGULAR MEETING

- A. **CALL TO ORDER:** President Budmen called the regular meeting to order at 6:44 p.m.
- B. **SALUTE TO THE FLAG**
- C. **ACCEPT APRIL MEETING MINUTES.**
- D. **CORRESPONDENCE:** Thank you note
- E. **AGENDA CHANGES:** Action Item #4 moved up to President's Report
- F. **REPORTS TO THE BOARD**
 1. **Financial Report**
 - The Board received the Budget and Revenue Status Report through April. These reports were previously distributed electronically.
 - Bank Statements through February 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.
 - Gouger reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated March 11, 2021 through April 14, 2021.
Hluchyj seconded the motion.
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, and Schapley.
Final Resolution: Motion Carried
 2. **President's Report:**
 - Hewitt made a motion to create the position of Claims Auditor to report to the Board which was seconded by Hluchyj.
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, and Schapley.
Final Resolution: Motion Carried
 - MacLaughlin drafted a response to the NYS Comptroller which will be reviewed by legal counsel prior to sending.
 - MacLaughlin made a motion to approve the revised By-laws pending review by legal counsel. Gouger seconded the motion.
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, and Schapley.
Final Resolution: Motion Carried
 3. **Director's Report**
 - NYS Department of Library Development issued requirements that libraries must be open minimum hours beginning June 1, 2021. Our required minimum is 55, which is based upon population served. LPL is currently open 50 hours.
 - NYS has increased office capacity to 75% beginning May 19th.
 - We have submitted an extension to NYS Library Construction grant until September 15, 2021.

- Two millwork bids have been received for the Children’s Room.

| Millwork Scope Item | Bid 1: RB Woodcraft | Bid 2: T-Squared |
|---------------------|---------------------|------------------|
| 1. Learning Ladder | \$26,866 | \$30,858 |
| 2. Play Area | \$3,686 | \$5,732 |
| 3. Child Carrel | \$1,281 | \$3,051 |
| 4. Interactive Wall | \$7,473 | \$6,946 |
| 5. Pixel Wall | \$5,293 | \$16,068 |
| Installation/Other | \$8,119 | included |
| Total: | \$52,718 | \$62,655 |
| Exclusions | paint | |

- Hewitt made a motion to accept the bid submitted by RB Woodcraft Gouger seconded the motion.
Aye: Budmen, MacLaughlin, Gouger, Hewitt, and Hluchyj.
Abstain: Schapley.
Final Resolution: Motion Carried
 - Assistant Director Reckhow provided an update on the Student Library Card initiative with Liverpool Central School District. There are a few more items to complete, including a Memorandum of Understanding, before the program can launch to all students in September 2021. This will be the first such program in NY State.
 - LPL Trustees will be given an lpl.org email address.
4. OCPL Report: OCPL is almost back to being fully staffed but are not yet open full (pre-COVID) hours. LPL is now receiving daily deliveries. Inter Library Loan has restarted minimally.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

RESIGNATION

| <u>Name</u> | <u>Position</u> | <u>Effective Date</u> |
|---------------|--------------------|-----------------------|
| Cancro, Maria | Librarian I (ptan) | 4/23/2021 |

Motion to accept the Personnel Changes as presented by MacLaughlin, second by Hluchyj.
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, and Schapley.
Final Resolution: Motion Carried

2. Privacy Policy for Second Reading and Final Approval

Motion to accept the policy for Second Reading and Final Approval by MacLaughlin, second by Gouger.
Aye: Budmen, MacLaughlin, Gouger, Hewitt, Hluchyj, and Schapley.
Final Resolution: Motion Carried

3. Surplus Furniture and Equipment Policy for Second Reading and Final Approval

Motion to accept the policy for Second Reading and Final Approval by MacLaughlin, second by Hewitt.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried

4. By-laws of the Board of Trustees

H. OPEN FORUM: none

I. BOARD FORUM: The Board recognized Don MacLaughlin as this was his last meeting as a Library Trustee for the past 7 years.

J. ADJOURNMENT: The meeting was adjourned at 7:37 p.m.

Respectfully submitted,

Martina St Leger

Martina St. Leger, Clerk to the Board