



BOARD OF TRUSTEES MEETING
Carmen Community Room
310 Tulip St., Liverpool
Wednesday, May 5, 2021 at 6:30 p.m.

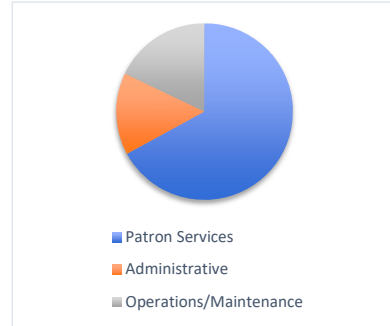
PUBLIC HEARING 6:30pm

The Board of Trustees of the Liverpool Public Library will conduct a public hearing to discuss the expenditure of Library funds for the fiscal year 2021-2022 and the budgeting thereof in the Carmen Community Room at Liverpool Public Library 310 Tulip St., Liverpool, New York. The expenditure amount being voted on is \$4,139,800.

REGULAR MEETING (follows the Public Hearing)

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT APRIL MEETING MINUTES
- D. CORRESPONDENCE
- E. AGENDA CHANGES
- F. REPORTS TO THE BOARD
 - 1. Financial Report
 - a. Approval of Monthly Bills for April 14, 2021 – May 4, 2021
 - 2. President's Report
 - a. Board Oversight of Library Finances
 - b. Update LPL BOT By-Laws
 - 3. Director's Report
 - 4. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
 - 1. Personnel
 - 2. Privacy Policy for Second Reading and Final Approval
 - 3. Surplus Furniture and Equipment Policy for Second Reading and Final Approval
 - 4. By-laws of the Board of Trustees
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION– *Board may have the need to enter into Executive Session*
- K. ADJOURNMENT

Description	20/21 Approved	21/22 Projected
PATRON SERVICES AND PROGRAMS		
Audio and Video Media	\$ 90,000.00	\$ 90,000.00
Audio Visual Supplies	\$ 4,000.00	\$ 4,000.00
Computer Hardware	\$ 25,000.00	\$ 42,500.00
Computer Software	\$ 5,000.00	\$ 15,000.00
Conference	\$ 6,000.00	\$ 10,000.00
Consultant & Professional fees	\$ 20,000.00	\$ 23,000.00
Continuing Education	\$ 3,000.00	\$ 3,000.00
Database/software maintenance	\$ 52,000.00	\$ 57,000.00
Data Processing Supplies	\$ 10,000.00	\$ 10,000.00
Electronic Databases	\$ 37,200.00	\$ 45,000.00
General Supplies	\$ 6,000.00	\$ 7,000.00
Library Books, ebooks	\$ 132,000.00	\$ 135,000.00
Library Supplies	\$ 33,000.00	\$ 35,000.00
Mileage and Travel	\$ 3,375.00	\$ 3,800.00
Postage	\$ 11,500.00	\$ 12,000.00
Selected Projects	\$ 9,500.00	\$ 11,000.00
Subscriptions	\$ 12,000.00	\$ 12,000.00
Tuition Reimbursement	\$ 1,000.00	\$ 1,000.00
Total Expenses	\$ 460,575.00	\$ 516,300.00
Salaries/Social Security	\$ 1,468,325.00	\$ 1,388,930.00
Benefits	\$ 711,393.00	\$ 762,300.00
Patron Services Total	\$ 2,640,293.00	\$ 2,667,530.00
ADMINISTRATIVE		
Board Expenses	\$ 2,000.00	\$ 2,000.00
Consultant & Professional fees	\$ 12,000.00	\$ 13,000.00
Database/software maintenance	\$ 5,100.00	\$ 5,100.00
Election Expenses	\$ 1,000.00	\$ 1,000.00
Fees	\$ 4,000.00	\$ 4,000.00
Insurance Director's & Officers	\$ 2,800.00	\$ 2,800.00
Memberships	\$ 800.00	\$ 800.00
Mileage and Travel	\$ 175.00	\$ 200.00
Total Expenses	\$ 27,875.00	\$ 28,900.00
Salaries/Social Security	\$ 406,890.00	\$ 376,890.00
Benefits	\$ 197,000.00	\$ 207,900.00
Administrative Total	\$ 631,765.00	\$ 613,690.00
OPERATIONS/MAINTENANCE		
Cloud Service Hardware	\$ 5,000.00	\$ 9,000.00
Computer Software	\$ 4,000.00	\$ 5,000.00
Computer Hardware	\$ 25,000.00	\$ 42,500.00
Custodial Supplies	\$ 20,500.00	\$ 22,000.00
Database/software maintenance Fees	\$ 22,900.00	\$ 27,900.00
Electric & Gas	\$ 35,000.00	\$ 35,000.00
Fees	\$ 26,000.00	\$ 26,000.00
Insurance	\$ 22,500.00	\$ 23,200.00
Maint & Lg. Equip Repair	\$ 28,000.00	\$ 28,000.00
Network Software	\$ 16,000.00	\$ 22,000.00
Other Equipment Repair	\$ 22,000.00	\$ 22,000.00
Rentals	\$ 24,000.00	\$ 26,000.00
Telecommunication Service	\$ 20,000.00	\$ 22,000.00
Water	\$ 2,500.00	\$ 2,500.00
Workers Compensation	\$ 25,000.00	\$ 25,000.00
Unemployment Insurance	\$ 1,000.00	\$ 5,000.00
Total Expenses	\$ 299,400.00	\$ 343,100.00
Salaries/Social Security	\$ 382,285.00	\$ 330,680.00
Benefits	\$ 186,057.00	\$ 184,800.00
Operations Total	\$ 867,742.00	\$ 858,580.00
Total Expenses	\$ 787,850.00	\$ 888,300.00



Patron Services and Programs at 64% represents a major portion of the 2021-2022 budget. This includes expenses related to books, DVDs, CDs, program presenter fees, computer database and software programs and patron service staff.

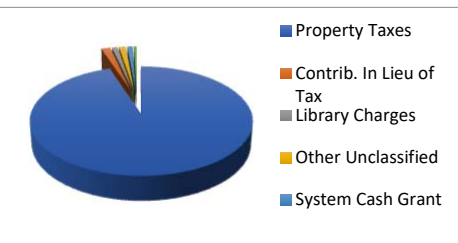
Administrative represents 15% of the 2021-2022 budget. Administrative costs include legal, consultation and insurance expenses along with office and administration staff.

Operations/Maintenance represents 21% of the 2021-2022 budget. Included in this portion of the budget are building and equipment maintenance and rental fees, service contracts, computer hardware, network software, support staff, maintenance supplies and equipment.

Expenses	\$ 787,850.00	\$ 888,300.00
Salaries	\$ 2,257,500.00	\$ 2,096,500.00
Benefits	\$ 1,094,450.00	\$ 1,155,000.00

Total Budget	\$ 4,139,800.00	\$ 4,139,800.00
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REVENUES	20/21 proposed	21/22 projected
Property Taxes	\$ 3,890,400.00	\$ 3,890,400.00
Contrib. In Lieu of Tax	\$ 65,000.00	\$ 65,000.00
Library Charges	\$ 33,000.00	\$ 15,000.00
Interest Earnings	\$ 1,400.00	\$ 1,000.00
Gifts & Donations	\$ 18,000.00	\$ 18,000.00
System Cash Grant	\$ 38,000.00	\$ 30,000.00
State Aid for Libraries	\$ 1,000.00	\$ 1,000.00
Other Unclassified	\$ 48,000.00	\$ 48,000.00
App from fund balance	\$ 45,000.00	\$ 71,400.00
sub-total	\$ 249,400.00	\$ 249,400.00



Revenues are funds received to provide for library operations, patron services and administrative costs. The main source of revenue comes from property tax. The library receives State Aid, payments in lieu of taxes, grants, fees/fines, donations and fund balance to help offset taxes.

YEAR-TO-DATE		
Original Estimate	\$ 4,139,800.00	\$ 4,139,800.00
TAX IMPACT	2.00%	0.00%



MINUTES
BOARD OF TRUSTEES MEETING
April 14, 2021
via Zoom, YouTube

Trustees present: Budmen, MacLaughlin, Baker, Gouger, Hewitt, and Hluchyj

Absent: 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 6:29 p.m.
- B. SALUTE TO THE FLAG
- C. ACCEPT MARCH MEETING MINUTES.
- D. CORRESPONDENCE: Thank you cards from two patrons in appreciate of the library's staff and services.
- E. AGENDA CHANGES: none
- F. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget and Revenue Status Report through March. These reports were previously distributed electronically.
- Bank Statements through January 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.
- Property tax settlements were discussed, and an updated tax certiorari was requested.
- Account Transfers were provided to Trustees for review prior to the meeting.
- Hluchyj 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.
Gouger seconded the motion.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried

2. President's Report:

- Budmen started her report by sharing that the story walks have been installed at Soule Road Elementary. The children have been giggling, laughing, and exclaiming as the walk down the story walk. Last week's book was Pete the Cat. This week they enjoyed Wonky Donkey and the kids are really looking forward to the next book. Budmen extended her thanks to the LPL staff who put the story walks together and said it has been a wonderful addition to the school.
- Budmen and MacLaughlin had a meeting with LPL Attorney Robert Germain regarding the possibility of hiring an independent claims auditor. Additionally, the Trustees attended a training workshop, "What Every Trustee Should Know" with Jerry Nichols. The Board may hire a part time claims auditor who would report directly to the board. The board would retain fiduciary responsibility.
 - MacLaughlin made a motion to formulate an action plan to hire a part time claims auditor which was seconded by Baker.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried
- Baker, Budmen, and MacLaughlin will work together to formalize the action plan to hire a Claims Auditor.
- Section 2. Treasurer – Officer and Duties, section C of the LPL By-Laws needs to be updated. MacLaughlin will revise the wording and submit to the board.

3. Director's Report

- Wisniewski watched the Trustee training and found it to be a good refresher and stated LPL is already following the recommendations made in the training.
- LPL will be removing the appointment requirement on Monday, April 19th. Currently, the library is held to 50% of capacity and we will utilize our new density counters to ensure compliance. Patrons may use computers for up to 1 hour. Study rooms may be reserved for up to 2 hours. Grab n Go will continue.
- Material quarantine time has been decreased from 7 days to 4 days and may soon be discontinued altogether.
- Notary service will be restarted and will require an appointment. Passport services will be offered again by the end of May.
- NY Senator Sean Ryan, Chair of the Senate Libraries Committee will be holding a press conference in Marcellus with Senators May and Mannion. Wisniewski has been invited and will attend.
- Assistant Director Reckhow provided an update on the Children's Room renovations. Reckhow describes the thought behind the room and summarized the idea as "grow with me." The early literature elements will support early childhood alliance's theme of "Talking is Teaching." The theme has been incorporated into display and play areas including the literacy ladder, weaving wall, an interactive wall called create.

4. OCPL Report: The City Branch libraries will fully open within the next few weeks.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

APPOINTMENTS

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Start Date</u>
Stivenson, Barbara	Security Guard (PTAN)	\$14.21 p/h	4/13/2021

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Osmanovic, Adem	Guard (PTAN)	3/26/2021
Daghita, David	Librarian II	5/8/2021
Sharp, Laurel	Librarian I (PT)	5/27/2021

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

2. Surplus List

Fixed Inv. ID	Date Acquired	Item Description	Reason for Surplus
23405	May 10, 2013	iMac 21"	Failed hardrive
23497	Jun 15, 2016	Envisionware ELO Desktop	Replaced
23426	Jun 13, 2014	Dell Optiplex 9020 AIO	Power Failure
23334	Jun 14, 2010	MacBook	Outdated
23342	Jun 15, 2010	MacBook	Outdated
23338	Jun 16, 2010	MacBook	Outdated
23340	Jun 17, 2010	MacBook	Outdated

Motion to accept the surplus list as presented by Baker, second by Hluchyj.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried

3. Privacy Policy for First Reading

Motion to accept the policy for first reading by Gouger, second by Baker.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried

4. Surplus Furniture and Equipment Policy for First Reading

Motion to accept the policy for first reading by Baker, second by Gouger.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried

5. LPL Employee Handbook

Motion by Hluchyj to accept the LPL Employee Handbook changes as presented, second by Gouger.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried

6. Director's 2021-2022 Budget – Final Draft

Motion by MacLaughlin to accept the Director's 2021-2022 budget as presented, second by Hluchyj.
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried

Gouger made a motion to change the date of the May LPL Board of Trustees Meeting to Wednesday, May 5, 2021 at 6:30pm. The meeting will begin with a public hearing of the library's 2021-2022 budget followed by the regular monthly meeting. Hluchyj seconded the motion.

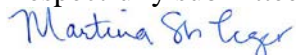
Aye: Budmen, MacLaughlin, Baker, Gouger, Hewitt, Hluchyj.
Final Resolution: Motion Carried

H. OPEN FORUM: no comments

I. BOARD FORUM: MacLaughlin initiated a discussion and review of the budget flyer that will be mailed to all residents of the Liverpool Central School District.

J. ADJOURNMENT: The meeting was adjourned at 7:53 p.m.

Respectfully submitted,



Martina St. Leger, Clerk to the Board

LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 04/28/2021

Fiscal Year: 2021

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	3,884,453.34	-5,327.88	5,946.66	
1081-000		Contrib in Lieu of Taxes	65,000.00	65,000.00	19,468.77	0.00	45,531.23	
2082-000		Library Charges	33,000.00	33,000.00	1,019.13	0.00	31,980.87	
2401-000		Interest Earnings	1,400.00	1,400.00	158.47	0.00	1,241.53	
2680-000		Insurance Recoveries	0.00	0.00	0.00	0.00		
2703-VCK		Outstanding Check P/Y	0.00	0.00	0.00	0.00		
2705-000		Gifts and Donations	18,000.00	18,000.00	55,624.81	0.00		37,624.81
2705-DJB		Gifts and Donations-Boyce	0.00	0.00	0.00	0.00		
2760-000		Other Than LLIA Grants	0.00	0.00	7,004.19	0.00		7,004.19
2770-000		Other Unclassified	48,000.00	48,000.00	692.36	0.00	47,307.64	
2770-ADJ		Misc. Short and Over	0.00	0.00	0.05	0.00		0.05
3840-000		State Aid for Libraries	1,000.00	1,000.00	197,177.00	0.00		196,177.00
3840-A01		System Cash Grant	38,000.00	38,000.00	3,059.00	0.00	34,941.00	
5999-000		Appropriated Fund Balance	0.00	0.00	0.00	0.00		
Total PUBLIC LIBRARY			4,094,800.00	4,094,800.00	4,168,657.12	-5,327.88	166,948.93	240,806.05

Selection Criteria

Criteria Name: Last Run
 As Of Date: 04/28/2021
 Show Actual revenue in 'As Of' cycle
 Sort by: Fund
 Printed by Martina St. Leger

* 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

Budget Status Report As Of: 04/28/2021

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Budget Account	Description	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
160 Non-Instructional Salarie		1,972,000.00	1,454,497.07	123,083.50	306,843.17	210,659.76
200 Furniture & Equipment		145,000.00	16,584.87	8,858.15	0.00	128,415.13
400 Contractual		343,150.00	191,834.00	34,206.35	0.00	151,316.00
450 Supplies		372,700.00	211,099.47	21,742.04	0.00	161,600.53
810 Employee Retirement		230,000.00	166,923.31	15,570.27	39,752.00	23,324.69
830 Social Security		160,500.00	107,586.40	8,948.07	23,473.56	29,440.04
840 Workers Compensation		25,000.00	22,088.00	0.00	0.00	2,912.00
850 Unemployment Insurance		2,000.00	1,264.06	0.00	0.00	735.94
860 Health Insurance		889,450.00	657,270.77	75,255.55	0.00	232,179.23
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00
Total PUBLIC LIBRARY		4,139,800.00	2,829,147.95	287,663.93	370,068.73	940,583.32

LIVERPOOL CENTRAL SCHOOL DISTRICT
TREASURER'S REPORT
February 28, 2021

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
JP MORGAN CHASE				
School Lunch XXX XXX 0904	\$1,323,056.72	\$57.66	\$0.00	\$1,323,114.38
General MM XXX-XX6788	\$35,166,934.24	\$0.00	\$0.00	\$35,166,934.24
Reserve MM XXX-XX3311	\$173.56	\$0.00	\$0.00	\$173.56
General Disb. NOW XXX-XX5257	\$4,150,781.41	\$0.00	\$0.00	\$4,150,781.41
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$518,041.73	-\$518,041.73 (1)
Public Library savings XXX-XX8316	\$2,266,247.49	\$0.00	\$0.00	\$2,266,247.49
Expendable Trust XXX-XXX7906	\$181,423.39	\$0.00	\$0.00	\$181,423.39
Capital Fund MM XXX-XX8251	\$10,207,656.00	\$0.00	\$0.00	\$10,207,656.00
Benefit Funding Account XXX-XX5230	\$50,000.00	\$0.00	\$0.00	\$50,000.00
NYCLASS				
General Fund XXX-XX1131	20,000,834.28	0.00	0.00	\$20,000,834.28
CITIZENS BANK				
General Fund XXXXXX-162-4	\$4,278,714.63	\$0.00	\$0.00	\$4,278,714.63
M & T				
Capital Fund MM XXXXXXXXXX6329	\$708,597.27	\$0.00	\$0.00	\$708,597.27
General Fund MM XXXXXXXXXX5708	\$2,297,927.25	\$0.00	\$0.00	\$2,297,927.25
KEYBANK				
General fund XXX-XX611-2	\$0.00	\$0.00	\$0.00	\$0.00
Public Library NOW XXX-XX0061	\$503,089.39	\$17.09	\$0.00	\$503,106.48
TOTALS	\$81,135,435.63	\$74.75	\$518,041.73	\$80,617,468.65

(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.

TREASURER'S REPORT page 2

Part B: Cash Position by Fund

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
General & Trust and Agency	\$72,159,388.10	\$4,600,241.03	\$13,868,276.73	\$62,891,352.40
School Lunch	\$1,429,636.66	\$1,059.23	\$107,581.51	\$1,323,114.38
Special Aid	\$0.00	\$31,554.70	\$31,554.70	\$0.00
Capital, Cap Int & Debt Serv.	\$15,818,467.46	\$479.28	\$1,667,257.11	\$14,151,689.63
Public Library	\$2,927,553.10	\$7,695.31	\$165,894.44	\$2,769,353.97

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

Carol Anne M. Mathew

Treasurer

Note: Additional district funds of \$651,900 are held by Excellus as a required cash advance for health self-insurance.

Part C: Collateral Statement

ACCOUNT	BANK BALANCE	FDIC	COLLATERAL	OVER (SHORT)
JP MORGAN CHASE				
School Lunch	1,323,056.72			
General MM	35,166,934.24			
Reserve MM	173.56			
General Disb NOW	4,150,781.41			
General Disbursing	0.00			
Public Library Savings	2,266,247.49			
Expendable Trust	181,423.39			
Capital Fund MM	10,207,656.00			
Benefit Funding Account	\$50,000.00			
TOTAL	53,346,272.81	500,000.00	53,074,620.95	228,348.14
CITIZENS BANK				
General fund	4,278,714.63	4,278,714.63	0.00	0.00
* NYCLASS				
General fund	20,000,834.28	250,000.00	19,750,834.28	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.				
M & T				
Capital MM	708,597.27			
General MM	2,297,927.25			
TOTAL	3,006,524.52	250,000.00	2,811,655.26	55,130.74
KEYBANK				
General Fund MM	0.00			
Public Library NOW	503,089.39			
TOTAL	503,089.39	250,000.00	278,161.94	25,072.55
TOTAL	\$81,135,435.63	\$5,528,714.63	\$75,915,272.43	\$308,551.43

PERSONNEL CHANGES

RESIGNATION

Name

Cancro, Maria

Position

Librarian I (PTAN)

Effective Date

4/23/2021

**Liverpool Public Library
Board Policy**

Page 1 of 1

PRIVACY POLICY

First Reading: 04.14.2021

Second Reading: 05.05.2021

Confidentiality of library records is covered in NY CLS § 4509 (2001).

Privacy and confidentiality protections are part of library procedures. The library protects the privacy and confidentiality of children as well as adults.

The library collects only that personally identifiable information about users that is needed for the functioning of the library and its Web site. The library retains personally identifiable information about users only as long as it is needed for library functions.

The library does not disclose or distribute users' names, postal addresses, e-mail addresses, phone numbers, borrower records, computer use records or other personal information to outside parties unless required to do so pursuant to subpoena, court order or where otherwise required by law, or needed for the proper functioning of the library. The library will examine any such process, order, or subpoena to determine that a proper showing of good cause has been made in a court of competent jurisdiction.

The Liverpool Public Library Board of Trustees endorses "Privacy: An Interpretation of the *Library Bill of Rights*" amended by the American Library Association Council July 1, 2014.

**Liverpool Public Library
Board Policy**

Page 1 of 1

**SURPLUS FURNITURE &
EQUIPMENT**

First Reading: 04.14.2021

Second Reading: 05.05.2021

Furniture and equipment that are obsolete and cannot be salvaged or utilized effectively or economically by the library shall be declared surplus by the Board of Trustees. Such furniture and equipment shall be evaluated as to potential for generating revenue.

If it is determined that the items are in a saleable condition, they can be stored until enough items are gathered to have a sale of surplus furniture and equipment to the general public.

Items that may be difficult to sell to the general public may be sold to scrap metal dealers, liquidators, auction houses, or online. If items are broken or not worthy of being salvaged for a sale, they may be discarded.

Staff may purchase items under the same conditions and terms as the general public.

Items may be donated to public or not-for-profit schools and agencies.

**BY-LAWS
of the
Board of Trustees
LIVERPOOL PUBLIC LIBRARY
310 Tulip St.
Liverpool, NY 13088**

**ARTICLE I
BOARD OF TRUSTEES**

Section 1. Membership

The Membership of the Board of Trustees of the Liverpool Public Library shall consist of seven (7) persons who at the time of appointment or election shall have attained the age of at least eighteen (18) years and shall be residents of the Liverpool Central School District, as required by Section 3(1) of the “Public Officers Law”.

Section 2. Duties

- A. To generally oversee the operations of the Library.
- B. To establish Library policy.
- C. To raise monies necessary to operate the Library.
- D. To select and evaluate a professional director.
- E. The Board of Trustees shall be responsible for Library policies, including general oversight, fiduciary responsibility, and employment and evaluation of the Library Director. The Board shall possess all powers, duties, privileges and responsibilities accorded to Trustees of public libraries and libraries systems of New York State Public Library Law, Rules and the Board of Regents and Regulations of the Commissioner of Education.

Section 3. Election Procedure

- A. Candidates for the Office of Trustee shall be nominated for election in the same manner as candidates for the Board of Education.
- B. Trustees shall be elected by the voters of the Liverpool Central School District at an annual meeting in the same manner as trustees are elected for the School District Board of Education.

C. The term of office shall begin July 1 and continue for a period of five (5) years or until a replacement by a qualified successor. No Trustee shall hold office consecutively for more than two (2) full terms plus an initial partial term, if any.

D. Each trustee upon election shall take an Oath of Office pursuant to Section Two of the Public Officers Law, within thirty (30) days after commencement of the term of office for which he or she is chosen. The signed Oath shall be filed in the Office of the Onondaga County Clerk.

Section 4. Vacancies

Vacancies on the Board of Trustees shall be filled by appointment of the Board and shall be for a period until the next annual budget meeting, at which time the vacancy shall be filled for the remainder of the normal term by regular election procedures.

Section 5. Conflict of Interest

A. Employees Ineligible – Any employee of the Liverpool Public Library shall be ineligible to hold office as a trustee of the Library.

B. Trustees Ineligible – Trustees or members of their immediate families, to include spouse, parent, child, and sibling shall not enjoy the financial gain from the Library business during the trustee’s term of office.

C. Former Trustees and members of their immediate families, to include spouse, parent, child, and sibling may not be employed by the Library within six (6) months of serving on the Board. All trustees are required to sign a conflict of interest statement annually.

ARTICLE II OFFICERS

Section 1. Names of Officers

The officers of the Board of Trustees shall be President, a Vice-President, and a Secretary of the Board.

Section 2. Duties

A. The President shall, when present, preside at all meeting of the Board, shall appoint all committees with Board approval, and shall have general oversight of all Library matters except as otherwise provided by law or these By-Laws or by action of the Board. The President shall act as or designate the official spokesperson for the Board.

B. The Vice President shall preside at meetings in the absence of the President and shall assist the President in official duties. The Vice President shall succeed the President in that office in the event it becomes vacant.

C. In the absence of both the President and Vice President, the Secretary shall preside over the meeting.

D. The Clerk to the Board of Trustees, appointed by the Board, shall keep a faithful record of all proceedings of the Board, shall give due notice of all meetings and shall perform such duties as may belong to that office or be delegated by the President. The minutes shall be kept in the Library archives and available to the public upon request. The Clerk to the Board of Trustees will receive an annual stipend as set by the Board for these responsibilities.

E. The President shall annually appoint a Financial Advisor to the Board of Trustees, reviewing reports of financial reports from the appointed Treasurer of the Library.

Section 3. Term of Office

The officers shall be selected by the Board of Trustees from its own membership at the organizational meeting for a term of office of one (1) year.

Section 4. Vacancies

In the event of a vacancy in the office of Vice President or Secretary, the Board shall select a replacement from its membership who shall serve for the remainder of the term.

Section 5. Attendance

Any member of the Board of Trustees who misses three (3) consecutive meetings without a reasonable excuse, acceptable to the President of the Board, shall be considered to have resigned his or her post and a replacement shall be appointed.

ARTICLE III FINANCIAL AGENT

Section 1. Definition and Duties

The Liverpool Central School District shall be the appointed the Library's Financial Agent, Treasurer and shall be responsible for the processing of invoices, claims, and disbursements of funds in payment of debts against the Library after approval by the Board of Trustees. The Treasurer of the

Library shall not be a member of the Board of trustees. The Board of Trustees has the ultimate responsibility for the claims auditing process and for all Library operations expenditures.

Section 2. Treasurer – Officer and Duties

A. ~~The Treasurer of the Liverpool Central School District shall be the Treasurer of the Library but shall not be a member of the Board of Trustees.~~

B. The Duties of the Board of Trustees appointed school district Treasurer shall be to maintain accounting records, produce reports of income and expense, and process invoices for payment after approval by the Board of Trustees.

C. ~~The Internal Auditor for the School District shall be authorized to oversee payment of the debts of the Library after approval of the Director.~~

ARTICLE IV MEETINGS

Section 1. Regular Meetings

The Board of Trustees shall hold at least twelve (12) regular meetings each year scheduled on a monthly basis.

Section 2. Annual Meeting

One Meeting between April 1 and June 30 of the Liverpool Public Library Board of Trustees shall be designated as the Annual Budget Meeting of the Public Library. Its purpose, and only business, shall be to present a Library budget for the ensuing year for the approval of voters of the Liverpool Central School District and to elect a trustee or trustees.

Section 3. Organizational Meeting

The first regular monthly meeting following the annual meeting and occurring after July 1 shall be designated the organizational meeting.

Section 4. Special Meetings

Special meetings may be held at the call of the President or on the request of three (3) trustees for the transaction of business as stated in the call for the meeting. The President of the Board or the Secretary of the Board may notify each member of the Board of the Special Meeting.

Section 5. Quorum

Four (4) Trustees shall constitute a quorum at all meetings of the Board of Trustees.

Section 6. Rules of Procedure

The parliamentary rules contained in Robert's Rules of Order, Revised, shall govern this Board in all cases to which they are applicable and in which they are not inconsistent with our Bylaws, or such special rules of order as may be adopted by the Board.

**ARTICLE V
COMMITTEES**

Section 1. Special Committees

The President may appoint such special committees for specific purpose as may be required, with the approval of the Board of Trustees. The committee will work until completion of the appointed task and provide progress reports at regular board meetings.

Section 2. Ex-Officio Member

The President shall be an ex-officio member of all committees unless otherwise designated a member.

**ARTICLE VI
LIBRARY STAFF**

Section 1. Procedure

The Library Director (appointed by the Board) shall advise the Board of Trustees of the hiring and dismissal of the staff.

Section 2. Duties

The Library Director shall execute the policies of the Board and shall have charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the buildings and equipment for the employment and direction of the staff, for the efficient of the Library's services to the public, and for the operation of the Library under the financial conditions contained in the annual budget. The Library Director shall render and submit to the Board, reports and recommendations of such policies and procedures which in the option of the Library Director will improve efficient and quality of the Library services. The Library Director shall attend all board meetings except the portion of the meeting at which the Library Director's appointment or salary is to be discussed or decided.

Section 3. Compensation

Compensation of the Library Staff shall be as established by the Board of Trustees.

**ARTICLE VII
AMENDMENTS**

Section 1. Amendments

Amendments to these By-laws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment or amendments shall be provided to all Trustees absent from the meeting at which the amendment or amendments were proposed by U.S. mail no later than ten (10) days prior to the scheduled date of the next regular meeting. All proposed amendments are subject to legal review, and the comments of legal counsel regarding the proposed amendments shall be presented to the Board of Trustees prior to the vote on approval of the proposed amendment or amendments. The vote of a majority of the Trustees present at the meeting at which approval is considered shall be sufficient for adoption of the amendment or amendments.

ARTICLE VIII

INDEMNIFICATION AND INSURANCE

Section 1. Indemnification

The Library shall indemnify, to the fullest extent permissible under Public Officers Law § 18, any person, and the heirs and personal representatives of such person, against any and all judgments, fines, amounts paid in settlement and reasonable expenses, including attorneys' fees, actually and necessarily incurred by or imposed upon such person, or in connection with, or resulting from any claim, action, suit or proceeding, whether civil or criminal, in which such person is a party or is threatened to be made a party by reason of such person being or having been a Trustee, officer, employee or agent of the Library, or by reason of such person being or having been an administrator or a member of any board or committee of the Library or of any such other organization, including, but not limited to, any administrator, board or committee related to any employee benefit plan.

To the fullest extent permissible under the law, the Library may advance expenses incurred in defending a civil or criminal action, suit or proceeding to any such Trustee, officer, employee or agent upon receipt of any undertaking by or on behalf of the Trustee, officer, employee or agent to repay such amount, if it shall ultimately be determined that such person is not entitled to indemnification by the Library. The foregoing right of indemnification and advancement of expenses shall in no way be exclusive of any other rights of indemnification to which any such person may be entitled, under any bylaw, agreement, vote of Trustees or otherwise, and shall inure to the benefit of the heirs and personal representatives of such person. Any repeal or amendment of this Section shall be prospective only and shall not adversely affect any right of protection of a person with respect to any act or omission occurring prior to the time of such repeal or modification.

No indemnification shall be made to or on behalf of a Trustee, officer, employee or agent of the Library if a judgment or other final adjudication adverse to the Trustee, officer, employee, or agent of the Library establishes that his or her acts were committed in bad faith or were the result of active or deliberate dishonesty and were material to the cause of action so adjudicated, or that he or she personally gained in fact a financial profit or other advantage to which he or she was not legally entitled.

Section 2. Insurance

The Library may purchase and maintain insurance on behalf of any person who is or was a Trustee, officer, employee or agent of the Library, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of the person's status as such, whether or not the Library would have the power to indemnify such person against such liability under Public Officers Law § 18.

Adopted: 1980

Approved revisions: April 11, 1995, January 6, 1999, February 1, 2017, January 3, 2018