

**MINUTES
REGULAR MEETING
LIVERPOOL PUBLIC LIBRARY
AUGUST 5, 2015**

Trustees present: Dodge, Spadafore, Spado, Dunstone, Alessio, and MacLaughlin.

Excused: Bowers

Staff: Glenna Wisniewski, Assistant Director; Morgan, Clerk to the Board; Hopper, Clerk to the Board in training

Others: Staff and public

REGULAR MEETING

A. CALL TO ORDER

President Dodge called the regular meeting to order at 6:30 p.m.

B SALUTE TO THE FLAG

C Oath of Office

Dodge administered the Oath Of Office to Donald MacLaughlin. MacLaughlin was appointed to the Board of Trustees at the July Board Meeting. The Oath of Office was notarized by Alessio and will be mailed to the County Clerk's office for filing.

D. CORRESPONDENCE:

- email from Erin Ewain-Cruikshan to the Assistant Director thanking Wisniewski for the response to her inquiry on the process for donating books.

- letter of notification from National Grid that as a result of the lower electrical usage over the past 12 consecutive months, the library's electrical demand rate has moved to Small General Service, Service Classification 2, Metered Demand Service, which means lower rates for the library.

E. AGENDA CHANGES: no changes

F. CONSENT AGENDA

1. Approval of July 1, 2015 Regular Board Meeting Minutes

2. Approval of Monthly Bills for July.

Spadafore made a motion and Spado seconded to approve the Consent Agenda. All were in favor

G. REPORTS TO THE BOARD

1. Treasurer's report: The Board received copies of the July 29, 2015, Expenditure and Revenue Reports that showed expenses through July. The Board also received the 2014-2015 fiscal year-end report. Dunstone reported on the library's financial status as reflected in the reports.

2. President's report: Dodge welcomed MacLaughlin and reiterated how pleased he was that MacLaughlin was joining the Board.

3. Director's report: In addition to the written report and at the request of Dodge to elaborate more on some issues mentioned in a previous weekly update the following was submitted:

- Robin Davis, Human Resource Department Head will be conducting a comprehensive communication's program to help educate supervisors and employees on disseminating information on all levels using some tools already in place and including new ones i.e. email, posters, newsletters, on-boarding orientation, training, work/life initiatives, and absence management.

- Director Designees will be re-introduced and used in the Director's absence.

- A second very successful Labor Management training took place with Scott Montani, Commissioner of Federal Mediation & Conciliation Service. Attendance from both management and union membership found it educational and informative.

Other discussion from the Assistant Director:

- Two staff members applied for the Senator John DeFrancisco Grant: a proposal for funding an additional fall concert, and in cooperation with the Liverpool Village historian a proposal for funding a new technology to promote and share historical resources.
- updating the library's website.
- meetings are scheduled with the union president regarding solutions to our wood smoke concern.
- Wisniewski asked for the Board's opinion on after-hour programs. Issues such as any additional expense for added staff or measures taken to offset costs, security, current policies, liability, and the perception from outside library groups will all be considerations for any future decision by Wisniewski.
- the Board will continue to receive brief weekly updates and monthly reports.
- staff presentations and introductions from all newly hired staff members will resume on the Board agendas.

4. OCPL/Advisory Board Meeting: OCPL Board did not meet in July. Dodge reported that construction updates would continue on the Central Library.

H. ITEMS FOR DISCUSSION AND ACTION

1. Public Library Construction Grant 2015-2018: National Grid Lighting Proposal

The Board received a proposal for energy conservation improvements with a request from the Assistant Director that she submit the proposal for consideration. Deadline to submit application is August 28, 2015.

Spadafore made a motion and Spado seconded that the Board authorize the Assistant Director to apply for grant monies that shall be used for energy efficiencies and to execute any such agreements that shall be presented as a condition to the award of such grant monies. A condition to the receipt of grant monies, matching funds from the Liverpool Public Library's operating budget or fund balance are required. The Board approves a matching expenditure of no greater than 50% of the cost of the project not to exceed \$5,000 for the Public Library Construction Act Grant. Discussion followed. If for any reason, the grant was not approved, the Board could consider funding the remaining portion requested from the State not to exceed \$10,000.

On the motion: 6 ayes, 0 nays; motion carried

2. Richberg Fund: Sargent Meeting Room upgrades

The library received notification of the distribution amount available this year from the *Alfred W. Richberg Fund for Liverpool Public Library* in the amount of \$15,473.56. The library is required to submit a proposal documenting how it plans to utilize the annual distribution. The fund description indicates that the annual grant is to be used for "student services". The Board received a proposal for technology-focused training upgrades in the LPL Sargent Meeting Room with a request from the Assistant Director to submit to the Central New York Community Foundation for consideration. Spado made a motion and Dunstone seconded that the Board authorize the Assistant Director to submit the proposal as requested for enhancing the presentation of technology-focused training classes in the existing Sargent Meeting Room. Discussion followed regarding the dollar amount from the *Richberg Fund* allocated annually to the library by the Community Foundation.

On the motion: 6 ayes, 0 nays; motion carried

I. OPEN FORUM: No report

J. BOARD FORUM

Spadafore stated how pleased that MacLaughlin was on the Board.

Morgan reported that the procedures for the Collaborative Learning Lab have changed and now includes one person being allowed to use the room.

K. EXECUTIVE SESSION

Dodge stated the need to enter into an Executive Session for a personnel matter with action to follow.

Alessio made a motion and Dunstone seconded to enter into an Executive Session for the purpose stated by Dodge. All were in favor.

Dodge called an Executive Session at 7:15 p.m. Wisniewski was not in attendance for the session.

Morgan was asked to attend.

Spadafore made a motion and Dunstone seconded to leave Executive Session at 7:55 p.m. Wisniewski was asked back to the regular meeting. The following action was taken:

Spadafore stated the following resolution and MacLaughlin seconded:

WHEREAS, the Library desires to formalize its offer to appoint Glenna Wisniewski as director of the Library, consistent with the rules and regulations of the Civil Service Law, by setting forth a description of the terms of appointment.

NOW, THEREFORE, the Library makes the following offer of appointment to the position of Library Director III of the Liverpool Public Library:

1. Position. The position of director shall be a provisional appointment pursuant to the Civil Service Law. The director shall serve under the guidance and control of the Library Board of Trustees.
2. Salary. Initial compensation will be at the annual rate of \$85,000 and shall be paid in installments in conformity with the Library's policy relating to salaried employees.
3. Employee Benefits. Glenna Wisniewski shall be entitled to receive all benefits presently available to Library employees.

On the motion: 6 ayes, 0 nays; motion carried. Wisniewski accepted the appointment as the Director of Liverpool Public Library effective August 5, 2015. Dodge, President of the Board of Trustees and Wisniewski, signed an official Offer of Appointment.

L. ADJOURNMENT

Spadafore made a motion and Dunstone seconded to adjourn the meeting. All were in favor. Dodge adjourned the meeting at 8:00 p.m.

Respectfully submitted,



Dorothy Morgan
Clerk to the Board of Trustees