

**REGULAR MEETING MINUTES
LIVERPOOL PUBLIC LIBRARY
JANUARY 4, 2012**

**Trustees present: Spadafore, Alessio, Spado, Dunstone, Dodge, Scavone, and Ward.
Staff: Polly, Director and Morgan, Clerk to the Board.
Others: Staff, M. Toscano, President of the Friends of the Library.**

REGULAR MEETING

A. CALL TO ORDER

President Spadafore called the regular meeting to order at 6:30 pm.

B. SALUTE TO THE FLAG

Y. Hewitt, Secretary to the Director led the Board in the Salute to the Flag.

C. CORRESPONDENCE: correspondence circulated amongst the Board.

D. AGENDA CHANGES: no changes

E. CONSENT AGENDA

1. Approval of December 7, 2011 Regular Board Meeting Minutes

2. Approval of Monthly Bills for December

Ward moved and Dunstone seconded to approve items under the Consent Agenda. All were in favor.

F. REPORTS TO THE BOARD

1. Staff report: A. Napier, Librarian Assistant, reported on the latest additions to the collection: Bird Watching and Eagle Viewing Kits. He explained the contents of the kits, the publicity involved, and how they will circulate. The items were purchased with a grant from the Onondaga Lake Partnership.

2. Friends report – M. Toscano:

- Arts Alive Concert featuring the Skaneateles Brass Quintet on Sunday, January 8 at 2 pm in the Carman Community Room.
- Super Snow Magazine and Paperback Sale on Saturday, January 14 from 10 am to 2 pm in the Carman Community Room.

3. Treasurer's report: Larry Dunstone

The Board received copies of the December 28, 2011 Expenditure and Revenue Reports. Dunstone reported on the library's financial status.

4. President's report: Spadafore

- Thanked Vice-President Alessio for conducting the December Board Meeting in his absence.
- Acknowledged the holiday greeting cards received from various other Library Boards and libraries.
- Polly and Spadafore will be meeting with Peter Dunn, Executive Director of the Central New York Community Foundation, to find out more about developing a Foundation for the library.
- Spadafore has been attending the Friends' Board Meeting, and at the recent December meeting the Friends' attorney reported on the Friends' responsibilities involving the Richberg Bequest that the Friends received in 2011.

5. Director's report:

- Polly attended the Legislative Breakfast on December 9. She met with County Legislators and Senators Valesky and DeFrancisco. A picture of Senator DeFrancisco and Polly was in the Correspondence folder.
- The library has been working on a library materials relabeling project that cuts down on library-added labels and makes cover art and information more accessible to patrons. This is also meant to help market library materials as the new, fresh look is more attractive to customers. Polly had some examples to show the Board.
- New solar shades for the meeting rooms and first floor windows. The solar shades are an allowable expense under the NYS Public Library Construction Act grant project.
- New winter brochure designed by Diane Towlson, Public Information Specialist.
- Received a check for \$150 from the PC Users Group.
- December monthly statistics show an 8% increase in checkouts, however the 2011 Annual Statistics show a 3% overall decrease in circulation for the year. Decreases in checkouts are being felt throughout County libraries.
- OCPL will be taking care of the cost for System wide library cards with keytags. Polly was asked to get a quote for the cost of cards/keytags made exclusively for Liverpool Public Library.

6. OCPL/Advisory Board Meeting

- Dodge reported on the December 14th OCPL Board Meeting.

G. ITEMS FOR DISCUSSION AND ACTION

1. Policies for First Reading

Mission Statement: Spado made a motion and Ward seconded to approve the policy for First Reading. Discussion followed regarding the necessity of brevity in a mission statement. All were in favor.

Vision Statement: Dunstone made a motion and Spado seconded to approve the policy for First Reading. There were no revisions from the original policy. All were in favor.

2. OCPL's Memo of Understanding:

The Board received copies of the draft Memo of Understanding (MOU) at its December Board Meeting. The Board had no substantial questions or concerns. Spadafore asked for a motion to accept the MOU in principle. Scavone made a motion and Ward seconded to accept the MOU agreeing with its concept, but reserving the right to question any issues in the future when the final version is submitted for approval. All were in favor.

3. July 4, 2012 Board Meeting Reschedule

Dodge made a motion and Ward seconded to amend the Scheduled Closings Calendar and change the Board Meeting of July 4, 2012 (the library is closed) to July 11, 2012. All were in favor.

3. Preliminary discussions on the 2012-23 budget

The Board received the first draft of the Director's budget proposal. Discussion followed relative to the tax cap levy, revenue projections, and total expenditures.

H. OPEN FORUM

I. BOARD FORUM: The Board was impressed with the quality of movies being shown at the library as advertised by the publicity posters on the wall. Spadafore also acknowledged a poster featuring Lorraine Goldych, a local photographer and presenter of the upcoming program "Ancient Wonders of Greece and Turkey," part of the Armchair

Traveler Video Series. Dodge noted that the Cafe at 407 has been featuring a lunch entree named after the Library Director.

J. EXECUTIVE SESSION:

Spadafore requested an executive session for a personnel action with action to follow. Spado made a motion and Dunstone seconded to enter into an executive session for the purpose stated by Spadafore. All were in favor.

Spadafore declared an executive session at 8:05 pm. Polly and Morgan were in attendance.

Scavone made a motion and Spado seconded to return from executive session at 8:18 p.m. All were in favor.

Dodge made a motion and Ward seconded to approve the Memorandum of Agreement between Liverpool Public Library and CSEA Local 1000 AFSCME AFL-CIO. All were in favor.

Scavone made a motion and Dunstone seconded to adjourn the meeting. All were in favor.

K. ADJOURNMENT

Spadafore adjourned the meeting at 8:38 p.m.

Respectfully submitted,



Dorothy Morgan
Clerk to the Board of Trustees