

**MINUTES  
REGULAR MEETING  
LIVERPOOL PUBLIC LIBRARY  
APRIL 2, 2014**

**Trustees present: Scavone, Dodge, Spadafore, Spado, Dunstone and Ward.  
Alessio arrived at 6:48 p.m.  
Staff: Morgan, Clerk to the Board  
Director Polly was not in attendance  
Others: Y. Hewitt, Alan Napier**

**REGULAR MEETING**

**A. CALL TO ORDER**

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

**B. SALUTE TO THE FLAG**

**C. CORRESPONDENCE:** no correspondence.

**D. AGENDA CHANGES:** no changes.

**E. CONSENT AGENDA**

1. Approval of March 5, 2014 Regular Board Meeting Minutes

2. Approval of monthly bills for March

Spadafore moved and Spado seconded to approve items under the Consent Agenda. All were in favor.

**F. REPORTS TO THE BOARD**

1. Treasurer's report

Dunstone reported on the library's financial status based on the expenditure and revenue report through March 31, 2014.

3. President's report: Scavone acknowledged the new Spring program guide thanking D. Towlson, Head of Community Relations, her department staff, as well as all the staff involved in submitting program information. April 15 marks the 2013 Award Ceremony for Service and the Dolores Turcotte Customer Service Award held at the library. Spadafore will be in attendance.

On behalf of the entire Board Scavone thanked Polly for her five years of service as Director of the Liverpool Public Library. Scavone had received a written thirty-day notice from Polly announcing her retirement as Director of the Liverpool Public Library effective April 6, 2014. Scavone acknowledged receipt of the notice on March 8, 2014.

4. Director's report: No report.

Dodge was interested in the Human Library Program mentioned in the Director's Report. Further explanation was given by A. Napier, who is part of the program as one of the Human Books.

5. OCPL/Advisory Board Meeting: No report from Dodge due to lack of a quorum.

**G. ITEMS FOR DISCUSSION AND ACTION**

1. Policies for Second Reading and Final Adoption

\*American Library Association Bill of Rights

\*American Library Association Code of Ethics

\*American Library Association Freedom to Read

- \*American Library Association Freedom to View
- \*Copyright Law
- \*Credit Cards
- \*Freedom of Information (FOIL)

Spadafore moved and Ward seconded to approve the policies as a block for Second Reading and Final Adoption. All were in favor.

#### 2. LPL Computers & Networks: Employee Use Policy for First Reading

The current policy was submitted to legal counsel and revisions were recommended.

Spadafore moved and Ward seconded to approve the policy for First Reading. All were in favor.

The Board requested that the revised policy, once approved for second reading and final adoption, be communicated to the staff in detail since it contained more specifics than the current policy.

#### 3. 2013 Annual Report for Public and Association Libraries

Spadafore moved and Spado seconded to accept the Annual Report for calendar year 2013 as submitted. All were in favor.

#### 4. Surplus List of Equipment

The list contains equipment that is obsolete and not up to today's technology standards.

Spadafore moved and Ward seconded to accept the surplus list as submitted. All were in favor.

#### 5. Summer Reading Program Fine Amnesty

The Board received copies of OCPL's 2014 Summer Reading Program Fine Amnesty Memo.

They also received a proposal from the library that included waiving fines for children and teens who participate in the library's summer reading program.

Anyone enrolled in and participating in the summer reading programs may have up to \$20.00 in Liverpool Library fines waived upon successful proof of participation as determined by the procedures promulgated by the Director or Designee. Charges for lost items that have not been returned, or charges for damaged materials, are not affected by the amnesty offer. This program begins June 25 and continues through August 30, 2014. The amnesty program terminates after August 30, 2014.

Ward moved and Dunstone seconded to approve participation in OCPL's 2014 Summer Reading Program Fine Amnesty with the limitations expressed in the proposal from the library. All were in favor.

#### 6. Programming Plan for 2014

The Director submitted a 2014 Programming Plan for a first review and acceptance at the May Board Meeting. Spadafore made a motion and Ward seconded to approve for a first reading.

Discussion followed. Spadafore withdrew his motion and Ward seconded to table the Plan until the May meeting. All were in favor.

#### 7. Closing request for July 5, 2014

At the March 20, 2014 Labor/Management Meeting a request was made by the Union to consider closing the library on Saturday July 5, 2014. Management informed the union that this request needed to be addressed by the Board.

Discussion followed regarding the union's position behind the request. Alan was in attendance to respond. Management submitted documentation to the Board President.

Spado made a motion and Alessio seconded that the Library close on Saturday, July 5, 2014. All were in favor.

The Board reiterated that in the future staff should review the Annual Holiday and Closing Schedule when it is posted for First Reading before its acceptance at the July Reorganization Meeting so these requests do not continue after the Schedule has been approved.

#### 8. Director's budget proposal for 2014 to be approved

A third draft of the 2014/15 fiscal year budget was presented to the Board that showed a projected tax impact of 1.936%. Discussion followed.

Spado made a motion and Dunstone seconded to approve the proposed budget for 2014/2015 fiscal year. All were in favor. A Public Hearing to discuss the budget will be held at the Liverpool Public Library on May 7, 2014.

H. OPEN FORUM: A. Napier thanked the Board for approving July 5, 2014 closing. He informed the Board that the March 20 Labor/Management Meeting went very well. He thanked the Board for restoring the money in the materials lines for the next fiscal year.

I. BOARD FORUM: Although Polly was absent, Dodge, representing the OCPL Board, presented a gift to the Director in recognition of her years of service at the Liverpool Public Library. The OCPL wished her well in her retirement. Ward reported that as part of the Liverpool Winterguard Program the Drumline will be competing for State Championship on April 6 at OCC.

#### J. EXECUTIVE SESSION

Scavone requested an executive session for a personnel matter with possible action to follow. Dunstone made a motion and Spado seconded to enter an executive session for the purpose stated by Scavone. All were in favor. The Board entered the executive session at 7:15 p.m. Morgan was asked to stay for part of the session.

Spadafore made a motion and Spado seconded to leave the executive session at 8:15 p.m. All were in favor.

Dodge made a motion and Ward seconded that the Board pass the following resolution:  
Resolved that the Liverpool Public Library Board of Trustees designates Dorothy Morgan, Administrative Assistant, to continue operations of the library while the Board conducts a National Search for a permanent director.

On the motion: 7 ayes, 0 nays; motion carried

Morgan will work with the Management Team and Coordinators as operations continue.

#### K. ADJOURNMENT

Spadafore made a motion and Spado seconded to leave the public session and adjourn. All were in favor.

Scavone adjourned the meeting at 8:16 p.m.

Respectfully submitted,



Dorothy Morgan  
Clerk to the Board of Trustees