

**MINUTES
REGULAR MEETING/PUBLIC INFORMATION MEETING
LIVERPOOL PUBLIC LIBRARY
APRIL 6, 2011**

Trustees present: Spadafore, Dodge, Dunstone, Scavone, and Ward.

Alessio arrived at 6:40 p.m. Spado arrived at 7:34 p.m.

Staff: Polly, Director; Hewitt, Secretary to the Director

Others: staff members, Mary Toscano, President of the Friends of the Library, Pat Swanson, Rick Erat

PUBLIC INFORMATION MEETING

Spadafore opened the Public Information meeting at 6:30 p.m.

The purpose of the meeting was to allow for community input and discussion concerning the 2011-2012 fiscal budget. No comments were made.

Ward made a motion and Dodge seconded to close the Public Information meeting at 6:31 p.m. All were in favor.

REGULAR MEETING

A. CALL TO ORDER

Spadafore called the regular meeting to order at 6:31 pm.

B. SALUTE TO THE FLAG.

Rick Erat led the Board in the Salute to the Flag.

C. CORRESPONDENCE: no correspondence.

D. AGENDA CHANGES: an agenda change was made during Board Forum.

E. CONSENT AGENDA

1. Approval of March 2, 2011, Regular Board Meeting Minutes
2. Approval of Monthly Bills for March
3. Transfers

Scavone made a motion and Dunstone seconded to approve the Consent Agenda. All were in favor.

F. REPORTS TO THE BOARD

1. Friends report: M. Toscano reported on the following:
 - upcoming Friends events starting with Friends Day on April 11th to kick off National Library Week
 - April ends with white elephant, cookbook, and bake sales on April 30th.
 - introduced new Friends volunteer Rick Erat who will be starting an e-newsletter. A printed sample was distributed to the Board with an invitation to submit talking points to include, and if any trustee is interested in a subscription to submit their email addresses.
2. Staff reports: Jill Youngs reported on the history of National Library Week and reviewed all the upcoming highlights of library programs scheduled for National Library Week April 2011.
3. Treasurer's report: The Board received copies of the March 28, 2011, Expenditure and Revenue Reports. Dunstone reported on the library's financial status.
4. President's report: Spadafore reported on the LCSD Community Breakfast. Spadafore is looking forward to working with Kevin Nuzzo on budget vote day in May.
5. Director's report: In addition to the written report:
 - the library will be celebrating National Passport Day as part of National Library Week
 - passed around a flyer re: community meeting at OCC on hydrofracking
 - Blarney will be celebrating his 132nd birthday in the Children's Room on April 21 with cupcakes and other festivities
 - the latest edition of KidZine was passed around for all to see
 - \$500 donation from Polaris employees towards model train that will be installed in Children's Room

Ward commended D.Towilson, Information Specialist and Head of the Community Relations Department and on her excellent publications of the recent spring calendar of events and the library's annual report, which were recently mailed to all residents of the Liverpool Central School District.

6. OCPL report

Dodge was unable to attend the past OCPL Board Meeting. The Board Minutes reflect that work has started on next year's budget. Polly will be attending the OCPL Board Meeting on the 13th, representing Onondaga County Suburban Libraries.

G. ITEMS FOR DISCUSSION AND ACTION

1. Comments from Public Information Meeting

No comment.

2. Policies for Second Reading

- Staff Development and Conference Attendance

Scavone made a motion and Ward seconded to approve the Staff Development and Conference Attendance Policy for Second Reading and final adoption. All were in favor.

- Surplus Furniture and Equipment

Dunstone made a motion and Dodge seconded to approve the Surplus Furniture and Equipment Policy for Second Reading and final adoption. All were in favor.

- Use of Library Vehicles

Ward made a motion and Dunstone seconded to approve the Use of Library Vehicles Policy for Second Reading and final adoption. All were in favor.

3. Policies for First Reading

- Circulation Policies

Dodge made a motion and Ward seconded to approve the policy for First Reading. Discussion followed pertaining to the changes that were made to the policy being reviewed, and the pros and cons of writing the actual fines in the policy. It was decided to leave the policy as presented for first reading. All were in favor.

- Copyright Law

Scavone made a motion and Ward seconded to approve the policy for First Reading. An explanation was given for the reasons the policy was changed from the previous one. The new draft policy was written to follow the Copyright Law. All were in favor.

- Internet Use

Dodge made a motion and Dunstone seconded to approve the policy for First Reading. Polly pointed out that the copyright law was added to this policy. All were in favor.

4. New York State Annual Report 2010

Polly explained how the data is collected for this report, which is a massive job. Statistical information is gathered from staff, and financial information from the school district.

Dunstone made a motion and Scavone seconded to accept the New York State Annual Report for 2010 as submitted. All were in favor.

The Board extended a special thank you to Martha Hopper who was responsible for compiling all the information, and submitting the report to the State.

5. Surplus List

Dodge made a motion and Ward seconded to approve the surplus list as submitted. Polly explained why the items on the list were being surplused at this time. All were in favor.

Spadafore confirmed that the surplused items would be offered to other organizations in accordance with library policy.

H. OPEN FORUM: Napier inquired, on behalf of the staff, for clarification in the budget flyer on wording used under 2011 Proposed Library Budget – Expenses specifically in the description field for salaries and benefits. It states “reduction in staff, retirements.”

The Board agreed that the wording should be changed to say “2010 early retirement incentive savings.”

Napier also asked that if New York State offered any early retirement incentives would the Board take advantage of it. Spadafore replied that from what he has heard there wasn't going to be any incentive, but the board would always be open to discuss any early retirement incentives offered.

Ward made a motion and Scavone seconded to adopt the proposed budget for 2011-2012 as submitted. All were in favor.

Dodge made a motion and Dunstone seconded to approve the total expenditures of the budget. All were in favor.

I. BOARD FORUM: Ward thanked the Board for the flowers they sent her while she was in the hospital.

Dodge made a motion and Ward seconded to include an Executive Session to the Agenda before adjournment to discuss a personnel matter with no action to follow. All were in favor. Spadafore called an executive session at 7:34 p.m. for the purpose stated by Dodge and Ward.

Dodge made a motion and Dunstone seconded to return from executive session at 7:52 p.m. All were in favor.

J. ADJOURNMENT

Ward made a motion and Dunstone seconded to adjourn the meeting. All were in favor. Spadafore adjourned the meeting at 7:52 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dorothy Morgan".

REGULAR MEETING MAY 4, 2011