

**MINUTES  
REGULAR MEETING  
LIVERPOOL PUBLIC LIBRARY  
JUNE 4, 2014**

**Trustees present: Scavone, Dodge, Spadafore, Spado, Dunstone, and Ward. Alessio arrived at 6:35 p.m.  
Staff: Morgan, Clerk to the Board  
Others: T. Hewitt**

**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:** correspondence circulated amongst the Board. The following was in the folder:

- Letter dated May 22, 2014 from Patricia Hannon, Risk Manager from Utica National Insurance. Hannon did a risk assessment of the library. She toured the library with Dailey, Head Custodian. No recommendations were made.
- Email dated May 14, 2014 from Bill Reagan, Village of Liverpool Code Enforcement Officer thanking the Library Board for allowing the office to park the codes car in the library garage.
- Audit credit from Utica National Officers and Directors Insurance for \$342
- Monetary contributions for a total of \$100
- Community Foundation Publication *Smart Giving*.

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

**E. CONSENT AGENDA**

1. Approval of May 7, 2014 Regular Board Meeting Minutes
2. Approval of monthly bills for May
3. Transfers

Ward 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 reports through May 2014. Dunstone created a history of the library's tax rates for the Towns of Clay and Salina from fiscal year 1995-1996 to a current estimate for 2014-2015.

**2. President's report:**

Scavone thanked the trustees for all the support she received during her last term as President, and for the past several years on the Board. Scavone was appointed at the September 3, 2008 Board Meeting to fill the vacancy (Sharon Fulmer) until the next election in 2009 when she started a five-year term of office.

**3. Morgan's report:**

- Update on grants and member items submitted last year including a recent check received for \$1200 for the upcoming Folk Music Series and \$2000 from an RBDB grant to help fund enhancements to the library's NY Heritage online historic photo collection.
- Solar panel installations are not viable at this time.
- Audit from the NYS Comptroller on how the library processes payroll.
- Kitchen renovation in the CCR will be complete before the end of June.
- NYLA and CLRC will be sponsoring a booth at the 2014 New York State Fair dedicated to New York State Libraries. Volunteers are needed.
- Morgan will be meeting with newly elected Molly English-Bowers on June 12.
- The computer department submitted a Systems and Equipment Needs list using the revenue from the sale of IPV4 space. The Board was of general consensus that the new director should be involved with the money received from the sale of the IPV4 space. The Board suggested the Computer Department look at future grants for these critical items.

**4. OCPL/Advisory Board Meeting: report from Dodge**

At the May 21 OCPL Board meeting, the trustees voted to offer the Executive Director's position to Susan Mitchell. Ms. Mitchell accepted the offer and will begin her position at OCPL on August 18. The Liverpool Library Board will be sending her a congratulatory note.

Dodge reminded the trustees that RSVP's for Elizabeth Dailey's retirement party are due June 6.

#### G. ITEMS FOR DISCUSSION AND ACTION

1. Budget Vote Results for 2014-2015: Official numbers including absentee ballots counted:

Library Votes: yes-998; no-336. Trustee election: English-Bowers-668; Modell-330

The Board extended their congratulations to Molly English-Bowers. She will be joining the Board in July.

2. Board Nominating Committee for 2014-2015 officers

President Scavone appointed Spadafore and Spado as the Nominating Committee for the election of officers for 2014/2015 fiscal year. They will present the slate of officers at the July Reorganizational Meeting.

3. Policies for First Reading:

##### Internet Policy

Spadafore moved and Ward seconded to approve the Internet Policy with the recommended change for First Reading. Discussion followed regarding the reason why a paragraph was deleted in the current policy due to a redundancy in language already included in the Computer Rules of Use. All were in favor.

##### Staff Development and Conference Attendance

Spado moved and Ward seconded to approve the Staff Development and Conference Attendance Policy for First Reading. No changes recommended. All were in favor.

##### Use of Library Vehicles

Dunstone moved and Ward seconded to approve the Use of Library Vehicles Policy for First Reading. No changes recommended. All were in favor.

4. 2015 Scheduled Closings Calendar for First Reading

Spadafore moved and Dunstone seconded to accept the calendar as submitted. Discussion followed relative to closing the day before Memorial Day.

Spadafore moved to amend the original motion and close Sunday, May 24, 2015.

Dunstone seconded the motion. All were in favor.

The Scheduled Closing Calendar will be on the Board agenda for second reading and final adoption at the July Reorganizational Meeting.

5. Alfred W. Richberg Fund for Liverpool Public Library:

Morgan was notified of the distribution amount available this year from the *Alfred W. Richberg Fund for Liverpool Public Library* in the amount of \$15,104.34. 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" – that is relatively broad in the sense that you could propose projects that support programs, or even purchases/projects that enhance the student experience at the library. The Board received copies of a proposal that was submitted by staff.

Spadafore moved and Ward seconded to direct the Administrator for Business and Personnel to execute the Alfred W. Richberg Fund Application with a proposal for a new Skype/Tutoring/Webinar viewing patron-accessible room. All were in favor.

6. Public Library Construction Act Grant for 2014-2017:

An appropriation of \$14 million in capital funds for public library construction has been included in the 2014 NYS Budget for a grant program period of July 1, 2014 through June 30, 2017. The allocation for Onondaga County is \$445,924. Deadline to submit application is September 1, 2014, however OCPL is requesting the proposals by early to mid August.

Spadafore made a motion and Spado seconded that the Board grants the Administrator for Business and Personnel the authority in the absence of the Library Director to apply for grant monies that shall be used for the betterment and improvement of the Library 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 fund balance are required. Matching funds could be between 50% up to 75%. The Board approved 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. All were in favor.

The Board received various proposals from the staff. Two being considered:

- **New signs for inside the library:** On March 15, 2012, updates to the Americans With Disabilities Act of 1990 (ADA) went into effect. The new standards – known as the **2010 ADA Standards for Accessible Design** – focus specifically on creating way-finding signage for the visually impaired. These new internal signs will apply basic design principles of contrast, alignment, and repetition along with standards from the Americans with Disabilities Act. The signs will improve the visual communications within the library. The systems will be flexible and modular to allow in-house updates and changes on the signs without having to buy new signs or

cover up old signs with paper versions. Patrons will be able to read signs from a distance and understand their purpose representing official library information more cohesively.

- **Sonitrol Flexibase Control Panel** to replace existing Sonitrol Advantage Plus Panel and two new alpha-numeric Touchpads. The panel is an alternative communications processor and control unit for the existing Security System. It offers complete security management with unprecedented flexibility and control.

#### H. OPEN FORUM

##### I. BOARD FORUM:

The trustees would like to see the library as an additional polling location for the annual budget vote. The school district will be contacted to see if this would be acceptable.

Discussion followed regarding the purpose and/or need to continue making budget appearances at the Towns and Village Board Meetings.

The Board thanked Scavone for her many years of service as a Library Trustee since 2008 and for the past fiscal year 2013/2014 as President.

##### J. EXECUTIVE SESSION

Scavone requested an executive session for discussion of the Director's search with no action to follow.

Spadafore 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 7:40 p.m. Morgan was asked to attend.

Spadafore made a motion and Dunstone seconded to leave the Executive Session at 8:00 p.m. All were in favor.

##### K. ADJOURNMENT

Alessio made a motion and Spadafore seconded to adjourn. All were in favor.

Scavone adjourned the meeting at 8:00 p.m.

The Board held a reception in honor of Scavone's last Board Meeting.

Respectfully submitted,



Dorothy Morgan  
Clerk to the Board of Trustees