

**MINUTES
REORGANIZATION/REGULAR MEETING
LIVERPOOL PUBLIC LIBRARY
JULY 1, 2015**

Trustees present: Dodge, Spadafore, Spado, Alessio, and Bowers.

Excused: Dunstone

Staff: Golden, Director; Morgan, Clerk to the Board; Hopper, Clerk to the Board in training

Others: Staff

REORGANIZATION MEETING

A. CALL TO ORDER

President Dodge called the meeting to order at 6:00 pm.

B. SALUTE TO THE FLAG

C. APPOINTMENT

Spadfore made a motion and Bowers seconded that the Library Board of Trustees appoints Don MacLaughlin to fill the vacancy seat on the Board until the next election in 2016.

Discussion followed. All were in favor. The Oath of Office will be administered to MacLaughlin in August.

D. ELECTION OF OFFICERS

Alessio and Bowers, representing the nominating committee submitted the following names for the election of officers and asked that the Board accept the nominations for the respective positions as they currently stand:

Dodge as President; Spadafore, Vice-President; Spado, Secretary of the Board.

There being no objections, Alessio made a motion and Bowers seconded to accept the slate of officers as submitted. All were in favor.

President Dodge continued the meeting.

E. APPOINTMENTS

- Financial Officer: Larry Dunstone
 - Clerk to the Board: Dorothy Morgan
 - Treasurer: Carol-Anne Mathews
 - Internal Auditor: Sherry Chaar
 - Official Newspaper: The Post Standard
 - Attorney: Michael Tremont of Costello, Cooney & Fearon, LLP for labor relations, employment matters, and legal counsel.
 - Records Access Officer/FOIL Officer: Yvette Hewitt
 - Records Retention Officer: Martha Hopper
- Spadafore made a motion and Alessio seconded to accept the appointments as stated. All were in favor.

F. ADOPT ANNUAL CALENDAR for 2015-2016

Spado made a motion and Spadafore seconded to adopt the 2016 Scheduled Closings calendar as submitted. The Closings Calendar went through first and second reading reviews by the Board. All were in favor.

G. DESIGNATE BOARD MEETING DAYS

Spado made a motion and Bowers seconded to keep the meetings set at 6:30 p.m. on the first Wednesday of every month. All were in favor.

H. SET PETTY CASH-ON-HAND AMOUNT

Spadafore made a motion and Bowers seconded to set the petty cash-on-hand amount at \$100.00. All were in favor.

I. SET MILEAGE REIMBURSEMENT RATE

Spado made a motion and Spadafore seconded to set the optional mileage reimbursement at 57.5 cents per mile for all miles of business use (business standard mileage rate established by the Internal Revenue Service). All were in favor. The new mileage rate will be effective 07/01/2015.

J. APPROVAL OF CHASE AND KEY BANK

Bowers made a motion and Spadafore seconded to approve Chase Bank as a depository as well as Key Bank for library funds, and to appoint Carol-Anne Mathews, Treasurer of the Liverpool Central School District or Martha Hopper, Library Business Manager, as authorized signatures on the bank accounts at Chase and Key Bank. All were in favor.

K. APPROVAL OF SALARY SCHEDULE 2015-2016

Spadafore made a motion and Alessio seconded to approve the salary schedule range as submitted. The schedule is a Civil Service requirement. All were in favor.

L. TRUSTEE AND ADMINISTRATOR POLICY AFFIRMATION AND DISCLOSURE

STATEMENT: Annual Conflict of Interest Policy

The Trustee and Administrator Policy Affirmation and Disclosure Statements were signed by each of the Board Members present. Golden, Director and Glenna Wisniewski, Assistant Director signed the statements.

M. ADJOURNMENT

Spadafore made a motion and Bowers seconded to close the Reorganization Meeting. All were in favor. Dodge closed the Reorganization Meeting at 6:11 p.m.

REGULAR MEETING

A. CALL TO ORDER

President Dodge called the regular meeting to order at 6:12 p.m.

B. CORRESPONDENCE: no correspondence

C. AGENDA CHANGES: no changes

D. CONSENT AGENDA

1. Approval of June 3, 2015 Regular Board Meeting Minutes

2. Approval of Monthly Bills for June.

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

E. REPORTS TO THE BOARD

1. Treasurer's report: No financial report.

The Board received copies of the June 24, 2015, Expenditure and Revenue Reports that showed expenses through June. In Dunstone's absence, Morgan pointed out that although these were the financials through the end of June they were not the official year-end reports.

2. President's report: Dodge was pleased that MacLaughlin was joining the Board, fortunate to have him, and who will serve the position well.

3. Director's report:

- Written ALA Conference report will be forthcoming. In addition to Golden, four staff members attended the annual conference in San Francisco.

- Latest draft of the Long Range Plan was submitted to the Board. Future budgetary estimates will be attached to the document.

- Golden presented a drawing of how the reorganization first floor front area is looking.

4. OCPL/Advisory Board Meeting:

The May 20th Minutes of the OCPL Board Meeting were emailed to the trustees along with notes from the June 17th Board Meeting.

F. ITEMS FOR DISCUSSION AND ACTION

Dodge asked Golden for a brief presentation on each item. Due to time constraints any action would be tabled until the August Board Meeting.

1. OnPass Hybrid Proposal: to honor and issue OnPass cards, with OnPass as the assigned branch. Out-of-county residents willing to pay a fee of \$35.00 can become a full-fledged OCPL borrower, with access to all of the electronic resources of the Liverpool Public Library. Patrons would have a card that has "Liverpool" as their branch.

2. Richberg Fund: proposals submitted by Children and Computer Services.

The children's proposal included utilization of the garden area beside the library for programming to encourage children and their families to appreciate nature and the environment.

The Computer Services's proposal included the use of the Sargent Meeting Room to enhance the presentation of technology-focused training classes.

3. Public Library Construction Grant: two proposals were addressed. The first proposal and one that was recommended by Golden was an energy conservation program for replacement of existing fluorescent bulbs to LED. The second proposal was for network infrastructure upgrades for new cabling and patch panels.

No action was taken.

G. OPEN FORUM: No report

H. BOARD FORUM: Bowers asked what the rules of use were for the Collaborative Learning Center. She wanted to use the room and was told by a library staff person that she could not use the room as one person was not allowed to use the room. The issue will be investigated with follow-up information to the Board.

I. EXECUTIVE SESSION

Dodge stated the need to enter into an Executive Session for a personnel matter with no action to follow. Spado moved and Spadafore seconded to enter into an Executive Session for the purpose stated by Dodge. All were in favor.

Dodge called an Executive Session at 6:31 p.m. and resumed the meeting at Café 407. All were in favor.

Bowers made a motion and Spadafore seconded to leave Executive Session and adjourn the meeting. All were in favor.

J. ADJOURNMENT

Dodge adjourned the meeting at 7:45 p.m.

Respectfully submitted,



Dorothy Morgan
Clerk to the Board of Trustees