# LIVERPOOL PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

July 2, 2003

Trustees present: Ward, Spadafore, Spado and Berryhill. Alessio arrived at 7:10 p.m.

Excused: Fulmer and Dunstone

Staff: Dailey, Director, and Morgan, Clerk to the Board.

Others: staff and Sterling Gray, reporter from the Post Standard.

### Reorganization meeting 2002/2003

In the absence of President Fulmer and Vice-President Alessio, Ward called the Reorganization Meeting of the Board of Trustees, July 2, 2003, to order at 7:00 p.m.

### Election of officers

Ward, representing the Nominating Committee presented the following slate of officers and appointments for 2003-2004:

- Fulmer as President
- Alessio as Vice-President
- Ward as Secretary

### **Appointments**

- Larry Dunstone as Financial Officer
- Dorothy Morgan as Clerk to the Board
- Grobosky & McCarthy, LLP as Attorneys of Record; Benjamin Ferrara as co-counsel
- Kathy Nichols as Treasurer
- Internal Auditor open position
- Syracuse Post Standard as the library's official newspaper
- Elizabeth Dailey as Records Access Officer
- Debbie Mickle as Records Administration Officer

Berryhill moved and Spadafore seconded to approve the slate of officers and the appointments as stated.

On the motion: 5 ayes, 0 nays; motion carried.

#### Oaths of office

Alessio administered the Oath of Office to Mark Spadafore. Spadafore will serve a five-year term from July 1, 2003 through June 30, 2008.

The Oath was signed by Alessio and notarized by Debbie Mickle, Head of Personnel and Notary Public Officer.

### Adopt annual calendar

The Board received copies of a draft of the 2004 scheduled closings.

Ward moved and Spado seconded to adopt the scheduled closings as proposed.

On the motion: 5 ayes, 0 nays; motion carried.

#### Designate meeting days

Spadafore moved and Ward seconded to keep the Board meetings at 7:00 p.m. on the first Wednesday of every month.

On the motion: 5 ayes, 0 nays; motion carried.

Set petty cash-on-hand amount

Ward moved and Spadafore seconded to set the petty cash amount at \$100.00.

On the motion: 5 ayes, 0 nays; motion carried.

Approve Salary Schedule

Berryhill moved and Spado seconded to approve the salary schedule as submitted which reflects what was agreed upon in the union contract.

On the motion: 5 ayes, 0 nays; motion carried.

Alessio adjourned the Reorganization Meeting at 7:15 p.m. All were in favor.

# **Regular Meeting**

Call to order

Vice-President Alessio called the meeting to order at 7:15 p.m.

Salutation to the United States Flag

# Staff Reports

### Sprague

- children's summer programs
- donation box for the public

# Consent Agenda

Approval of June 4, 2003, Regular Board Meeting Minutes

Approval of Monthly Bills for June

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

## Reports to the Board

# Treasurer's report

The Board received copies of the March 31, 2003, Expenditure and Revenue report from the Liverpool Central School District.

#### Director's report

- Search Warrant procedures
- personnel changes regarding three Library Clerk I promotions to Library Clerk II's.
- Ben Ferrara, co-counsel, has agreed to attend an ALA training workshop in the Fall called Lawyers for Libraries. He will attend with Dailey.
- Northern Onondaga Public Library will be presenting information on the USA Patriot Act on Tuesday, July 22, 2003.

#### OCPL & Advisory Board

Dailey reported that the OCPL Board has formed a committee to screen the applicants for the Deputy Director position.

# NYSLAA report

Susan Bell, Library Clerk II, gave a report on her attendance at the New York State Library Assistants' Association's 25<sup>th</sup> Annual Conference held in Plattsburgh, New York June 11-13, 2003. She also thanked the Board for its support of continuing education.

# Items for discussion and action

# Open Forum Policy

Spadafore moved and Ward seconded to approve for first reading the Open Forum Policy. Suggestions were made for additions and changes to be included before the second reading. This policy deals with public participation at Liverpool Public Library Board Meetings.

On the motion: 5 ayes, 0 nays; motion carried.

#### Salaries for unrepresented management and substitutes

Ward moved and Spadafore seconded to approve salaries and benefits for unrepresented management and substitutes for fiscal year 2003-2004 equal to the salaries and benefits in the CSEA Contract

On the motion: 5 ayes, 0 nays; motion carried.

#### Board Forum

- Village of Liverpool Garage Sale is in September
- Ward reported on the renovations happening in the Village.
- Discussion followed regarding the donation box and the library charging patrons for printing

#### Executive Session

Vice-President Alessio stated that the Board has need to enter into executive session for the purpose of discussing administrative reorganization that involves an individual. Spado moved and Spadafore seconded to enter into executive session for the purpose stated by Alessio. All were in favor.

D. Mickle, Head of Personnel, was asked to attend. An executive session was declared at 7:40 p.m.

Berryhill moved and Ward seconded the Board return from executive session at 7:50 p.m. Spadafore moved and Ward seconded that the Board of Trustees of the Liverpool Public Library abolish two Librarian III positions. Additionally, the Board authorized the Director to appoint an Assistant Library Director III. All were in favor.

Spadafore moved and Ward seconded the Board adjourn the meeting. All were in favor.

## Adjournment

Alessio adjourned the meeting at 7:52 p.m.

Jarothy Margan

Respectfully submitted,

Dorothy Morgan

Clerk to the Board of Trustees

Next Regular Board Meeting: Wednesday, August 6, 2003, at 7:00 p.m.