

**MINUTES
REORGANIZATION/REGULAR MEETING
LIVERPOOL PUBLIC LIBRARY
JULY 10, 2013**

**Trustees present: Spadafore, Alessio, Spado, Dunstone, Dodge, Scavone, and Ward.
Staff: Polly, Director and Morgan, Clerk to the Board
Others: Staff, members of the public**

REORGANIZATION MEETING

A. CALL TO ORDER: Spadafore called the meeting to order at 6:30 pm.

B. SALUTE TO THE FLAG: Spadafore led the Board in the salute to the flag.

C. OATH OF OFFICE: Alessio administered the Oath of Office to re-elected trustee Mark Spadafore. His term is July 1, 2013 through June 30, 2018. The signed Oath of Office form was notarized by Alessio and will be mailed to the Onondaga County Clerk's office.

D. ELECTION OF OFFICERS: Report of the nominating committee: Alessio and Ward

Representing the nominating committee, Alessio submitted the following names for the election of officers: Scavone as President; Dodge, Vice-President; Spado, Secretary of the Board.

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

Ward made a motion to cast one vote to unanimously approve the slate of officers for fiscal year 2013-2014. Spadafore seconded the motion. All were in favor.

The officers-elect took their positions immediately. President Scavone continued the meeting.

E. APPOINTMENTS

Financial Advisor: 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 moved and Dodge seconded to accept the appointments as stated. All were in favor.

F. ADOPT ANNUAL CALENDAR for 2014

The Board received copies of a letter written by A. Napier on behalf of the staff requesting the Board consider closing the library for one and a half additional days in 2014: the Sunday before Memorial Day May 26, 2014, and closing at 5:00 p.m. on Wednesday, November 26, 2014 the day before Thanksgiving. President Scavone asked Napier, who was in attendance, to elaborate on the request. Discussion followed.

Morgan was asked to contact the library's attorney for his input on the matter and whether the additional days should instead be addressed as part of the upcoming union contract negotiations.

Spadafore moved and Ward seconded to adopt the 2014 Scheduled Closings Calendar as submitted, amending later if necessary. All were in favor.

G. DESIGNATE BOARD MEETING DAYS:

Spadafore moved and Spado seconded to keep the meetings set at 6:30 p.m. on the first Wednesday of every month unless otherwise noted on the calendar. All were in favor.

H. SET PETTY CASH-ON-HAND AMOUNT

Spado moved and Ward seconded to set the petty cash-on-hand amount at \$100.00. All were in favor.

I. SET MILEAGE REIMBURSEMENT RATE:

Dunstone moved and Spadafore seconded to set the mileage reimbursement at 56.5 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 07/01/2013.

J. APPROVAL OF CHASE AND KEY BANK:

Spadafore moved and Spado 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 Dorothy Morgan, Library Business Manager, as authorized signatures on the bank accounts at Chase and Key Bank. All were in favor.

K. APPROVAL OF SALARY SCHEDULE 2013-2014:

Ward made a motion and Dunstone seconded to approve the salary schedule as submitted. This 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. Polly and Morgan as Administrators were included. Ward moved and Dodge seconded to approve the Statement. All were in favor.

M. ADJOURNMENT: Dunstone moved and Spadafore seconded to close the Reorganization Meeting All were in favor.

Scavone closed the Reorganization meeting at 6:49 p.m.

REGULAR MEETING

A. CALL TO ORDER

President Scavone called the regular meeting to order at 6:50 p.m.

B. CORRESPONDENCE: correspondence circulated amongst the Board

C. AGENDA CHANGES: no changes

D. CONSENT AGENDA

1. Approval of June 5, 2013 Regular Board Meeting Minutes
2. Approval of Monthly Bills for June.

Ward moved and Dunstone seconded to approve the Consent Agenda. All were in favor.

E. REPORTS TO THE BOARD

1. Treasurer's report.

The Board received copies of the July 3, 2013, Expenditure and Revenue Reports that showed expenses through June. Dunstone reported on the library's financial status.

Ward made a motion and Spado seconded to approve the Treasurer's Report. All were in favor.

4. President's report: Scavone expressed her gratitude to the Board for having confidence in her as she embarks on the new role as President. She is looking forward to working with the Board as well as more closely with the Director. Scavone, as well as the entire Board, thanked Spadafore for his past years of service as the President of the Board and Alessio for serving as Vice-President.

5. Director's report: In addition to the written report:

- *Family Times* magazine awarded Liverpool Public Library with the People's Choice Besties Award in the category of the Best town library or library branch. An award presentation may be held in August.
- The Events Flyer for July and August highlights the library's generous donors list.
- The U.S. Department of State arranged for librarians from Belarus and Uzbekistan to tour the library on July 3. It went very well. The library presented canvas gift bags to the four primary visitors and the visitors left some gifts in gratitude to the library. Another visit is planned for Library Education professors from Rwanda, who will visit later this month.
- Sent a Letter of Interest to a brand new NYS Hazard Mitigation Grant program about possible funding for a generator.
- Will apply for this year's NYS Public Library Construction Grant. Polly was asked to bring some projects to the Board at its August Meeting.
- Senator John DeFrancisco will be at the library on Monday July 29 at 7 p.m. combining a press conference in conjunction with a library program, "Discover The Erie Canal Park." Ward, Spadafore and Dodge may be in attendance.
- The October Board Meeting will be held in the Sargent Meeting Room.

6. OCPL/Advisory Board Meeting: Dodge reported on the OCPL Board Meetings held on June 19th and July 10th. Ward asked Dodge if he has heard anything further on concerns from the County Local History Genealogy Group about where the local history collection will be located in the new downtown library. Dodge said that the OCPL Board was aware of the concerns but that nothing had been decided yet.

G. ITEMS FOR DISCUSSION AND ACTION

1. Policy for Second Reading: Meeting Room

Ward made a motion and Spadafore seconded to approve the Meeting Room Policy for Second Reading and final approval. All were in favor. The Meeting Room Policy will replace the former Facilities Use Policy.

2. OCPL's Memorandum of Understanding

Spadafore made a motion and Spado seconded to approve OCPL's Memorandum Of Understanding as submitted in June. No further discussion. All were in favor.

H. OPEN FORUM: Tracy Gray, Brandon Makherjee, and Brenda Dwyer addressed the Board with concerns regarding use of the computer cluster in the children's room. The six computers are limited to use by those under the age of twelve. The Board listened to the family's concerns and responded that the library has rules that need to be followed in the children's room. They suggested the family consider using the computer that has been set up in the Adult/Teen area that has software similar to those computers in the children's room, and/or sign up to use a laptop that can be reserved and used anywhere in the library, including the children's room.

I. BOARD FORUM: Scavone thanked Spadafore and Alessio for their guidance through the years as past officers of the Board.

J. EXECUTIVE SESSION

Scavone stated the need to enter into an executive session for a personnel matter (director's evaluation) with no action to follow. Ward moved and Spadafore seconded to enter into an executive session for the purpose stated by Scavone.

Scavone called an executive session at 7:37 p.m. All were in favor. Polly and Morgan were excused. The Board moved the executive session to Café at 407 in Liverpool.

Spadafore made a motion and Ward seconded to leave executive session at 8:50 p.m. All were in favor.

J. ADJOURNMENT

Dunstone made a motion and Spado seconded to adjourn the meeting. All were in favor. Scavone adjourned the meeting at 8:51 p.m.

Respectfully submitted,

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

Dorothy Morgan
Clerk to the Board of Trustees