

**MINUTES
REGULAR MEETING OF THE
LIVERPOOL PUBLIC LIBRARY
AUGUST 4, 2010**

Trustees present: Spadafore, Alessio, Spado, Dodge, Scavone, and Ward

Excused: Dunstone

Staff: Polly, Director and Morgan, Clerk to the Board

Others: Staff, M. Toscano, President of the Friends of the Library, Michael Tremont, attorney for the library.

REGULAR MEETING

A. CALL TO ORDER

Spadafore called the regular meeting to order at 6:32 pm.

B. CORRESPONDENCE

The folder circulated amongst the Board.

C. AGENDA CHANGES

Spadafore requested the need for an additional executive session for a personnel matter to be held before the Consent Agenda Item D, and include another item for discussion and action under Agenda Item G before the review of policies.

Scavone made a motion and Spado seconded to approve the Agenda Changes as noted by Spadafore. All were in favor.

Ward made a motion and Spado seconded to enter an executive session for a personnel matter with no action to follow. All were in favor. The Board entered an executive session at 6:38 p.m. Polly, Morgan, and Michael Tremont, attorney for the library were also in attendance.

The Board returned from executive session at 7:36 p.m. and resumed the meeting.

D. CONSENT AGENDA

1. Approval of July 7, 2010, Reorganization and Regular Board Meeting Minutes

2. Approval of Monthly Bills for July.

Dodge made a motion and Ward seconded to approve the Consent Agenda. All were in favor.

E. REPORTS TO THE BOARD

1. Friends report: Toscano reported that mailings have been sent out announcing the 12th Annual Used Book Sale.

2. Staff report: Sprague announced that this would be her last board meeting as a library staff member. She is retiring the end of August. She thanked the Board for all the support they have given the staff over the years and knows it will continue. On August 30th there will be a retirement party from 2:30 to 4:30 p.m. at the library with other co-workers who are retiring.

3. Treasurer's report: The Board received copies of the July 29, 2010, Expenditure and Revenue Reports. In Dunstone's absence, Morgan reported on the library's financial status.

4. President's report: Spadafore reported that he received information from E. Dailey, OCPL Executive Director that each Suburban Library Board was being asked to consider nominating one individual to serve on the OCPL Board of Trustees. The information listed the duties of the position, and the dates and times of the meeting. A committee of OCPL Advisory Council members will review all the nominations. Three individuals will be selected and their names and qualifications will be presented to E. Dailey at the October 12th Advisory Council meeting. Dailey will present the names to County Executive, Joanie Mahoney, who may then choose one of the three individuals. Dodge agreed to have his name submitted.

- A meeting on July 12 was held at the LCSD's Administrative Offices with Polly, Spadafore, Superintendent, Dr. Johns, and Assistant Superintendent, Katie Phillips.

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

- Polly reported that from August 5 – 17, the Liverpool Public Library had the privilege of displaying 1000 paper cranes made by the children in Diane Lansing's 6th grade art class from Donlin Drive Elementary School. Ms. Lansing has taught a lesson based on the book, *Sadako and the Thousand Paper Cranes*, many times, but this was the first time her children asked to make

- 1000 paper cranes as a symbol of their desire for peace in the world. When the cranes left Liverpool, they were sent to Hiroshima, Japan to be added to the display at the Children's Peace Monument in Hiroshima Peace Park. The Board thanked the many Library staff members who were involved in this project.
- OCPL has subscribed to the Mosio Text-a-Librarian service. The new service is called Info2go. The addition of text reference service to the phone, email, and chat options already available to our patrons will now provide mobile users with a quick and easy way to contact the library with their questions. Liverpool Library is collaborating in the pilot project with Central and other suburban libraries to monitor the Info2go text reference service.
 - A new service being investigated by Polly is the library becoming an official Passport Acceptance Facility, which would process applications for U.S. passports. The library, as an official center, would be able to keep the acceptance center execution fee, while passing the balance of the fee to the U.S. State Department.
 - Library Trustee Workshop will be held on Thursday, October 28 from 6:30-8:30 p.m. at Fairmount Community Library.
 - On August 9th, Senator John A. DeFrancisco will visit the library to talk to children and their parents about the Summer Reading Club and the importance of reading. He will hand out Summer Reading certificates to those who participated in the program.

6. OCPL/Advisory Board Meeting: No report

F. ITEMS FOR DISCUSSION AND ACTION

1. Early Retirement Incentive

Spado made a motion and Scavone seconded that the library pay the early retirement incentive in one lump sum payment as opposed to amortizing the cost over five years, saving the library the interest fees. The New York State and Local Employees' Retirement System's Actuary will determine final costs after the conclusion of the program. All were in favor.

2. Policies for First Reading:

LPL Computers & Networks: Employee Use

Ward made a motion and Dodge seconded to approve the policy for first reading. All were in favor.

Remote Patron Access to Databases

Dodge made a motion and Scavone seconded to approve the policy for first reading. Discussion followed. All were in favor.

Retention of Security Camera Images

Scavone made a motion and Spado seconded to approve the policy for first reading. Discussion followed. All were in favor.

Conflict of Interest

Dodge made a motion and Scavone seconded to approve the policy for first reading. Discussion followed. All were in favor.

3. Video Duplication Policy

Spado made a motion and Scavone seconded to remove the Video Duplication Policy from the list of Board policies. Discussion followed. All were in favor.

4. New drive-up book window Feasibility Study

Polly received a proposal from Clough Harbour and Associates for Engineering and Architectural Services associated with updating the Master Plan study for the Tulip Street branch renovation and expansion completed by CHA in 2002. The study would include review of options for development of a new drive-up book window location in the adjacent parcel of land.

The Board was in agreement to postpone the discussion for six months.

Scavone made a motion and Dodge seconded to table the discussion and revisit it in six months at its February Board Meeting. All were in favor.

Spadafore asked that Polly continue to research potential Foundation sources that may have the financial resources to help with some special projects.

5. New York State Charter changes: Petition for Amendment of Charter to the Regents of the University of the State of New York

Polly received notification in May, 2010, from New York State Education Department that the library's chartered service area as described in the charter documents was unclear and needed to be amended.

RESOLVED: That the Board of Trustees of Liverpool Public Library hereby requests that the Board of Regents of the University of the State of New York amend the charter of such corporation to designate the service area of the Liverpool Public Library to be coterminous with the Liverpool Central School District, to specify the trustees be elected by the qualified voters of the Liverpool Central School District, to add the Internal Revenue Service dissolution language necessary for tax exempt status under section 501(c)(3), and to designate the Commissioner of Education as the representative of the corporation upon whom process in any action or proceeding against it may be served; and be it further

RESOLVED: That the President and Secretary of the corporation, on behalf of the board of trustees are hereby authorized to execute a petition to be addressed "To the Regents of the University of the State of New York" for such purpose.

Ward made a motion and Spado seconded to take the necessary legal steps to clarify the library's chartered service area. All were in favor. A Petition for Amendment of Charter to the Regents of the University of the State of New York was signed by Spadafore and Spado; notarized by Alessio.

6. Public Library Construction Grant Program

Scavone made a motion and Dodge seconded that the Board accept the application for a public library construction grant (Program Period: July 1, 2010 – June 30, 2013) to be administered in accordance with the requirements of Education Law #273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations #90.12 and authorized the President to sign the grant application. The Board was in agreement that if the project cost could be stretched over the course of three years they would approve an amount not to exceed \$50,000 from the required 50% of total project cost. All were in favor.

H. OPEN FORUM: No report.

I. Board Forum

- Scavone thanked Sprague for her many years of dedicated service to the library.
- Ward reminded the Board that people from the Marching Band would be going door-to-door August 7 and 8th collecting bottles.
- Scavone is doing her first Iron Girl Triathlon being held at Oneida Shores County Park August 7.

J. EXECUTIVE SESSION

Spadafore stated the need for an executive session to discuss the director's evaluation. Ward made a motion and Scavone seconded to enter an executive session for the purpose stated by Spadafore. All were in favor. Spadafore declared an executive session at 8:15 p.m.

Scavone made a motion and Dodge seconded to return from executive session and adjourn the meeting. All were in favor.

K. ADJOURNMENT

Spadafore adjourned the meeting at 8:55 p.m.

Respectfully submitted,



Dorothy Morgan
Clerk to the Board of Trustees

REGULAR MEETING SEPTEMBER 1, 2010