

**MINUTES
REGULAR MEETING
LIVERPOOL PUBLIC LIBRARY
AUGUST 6, 2014**

**Trustees present: Spadafore, Spado, Alessio, and Dunstone
Excused: Dodge, Ward, and Bowers.
Staff: Morgan, Administrator for Business and Personnel; Clerk to the Board
Others: Hewitt**

REGULAR MEETING

A. CALL TO ORDER

In the absence of President Dodge, Vice-President Spadafore called the regular meeting to order at 6:37pm.

B. Alessio led the Board in the salute to the flag.

C. CORRESPONDENCE: no correspondence

D. AGENDA CHANGES: no changes

E. CONSENT AGENDA

1. Approval of July 2, 2014, Reorganization/Regular Board Meeting Minutes and the Special Board Minutes of July 15 and July 21, 2014

2. Approval of Monthly Bills for July

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

F. REPORTS TO THE BOARD

1. Treasurer's report:

The Board received copies of a report dated July 30, 2014, that showed unofficial year-end expenditures and revenues from the 2013-2014 fiscal year. Discussion continued on the library's financial status.

2. President's report: Spadafore announced that the Community Foundation grant application for the Alfred W Richberg Fund for Liverpool Public Library was approved in the amount of \$15,104.34. The fund will be used for the Collaborative Learning Center. The room will provide a place for small groups of learners of any age to gather and collaborate, with access to computer resources, Internet, and audiovisual equipment. The Board acknowledged the staff's work on the grant.

3. Morgan's report:

In addition to the written report:

* Community Foundation Grant for the Alfred W Richberg Fund approved.

* Public Library Construction Grant for 2014 has been submitted. The grant, if approved, will be used for new ADA signage for the interior of the library's first floor.

* Flyer announcing the Really Big Book Sale on September 27 and 28 at Liverpool Elementary School.

* The State of New York has enacted a law that requires public libraries to adopt a Conflict of Interest Policy for Employees and a Whistleblower Policy. The two policies will be reviewed for first reading at the October Board Meeting.

* Lobby book sale made \$1700 in July. It was reported an earlier profit of \$1400.

* Summer Reading program attendance hit record numbers. Photos can be found on the library's Facebook page Kids World.

* The Library has collected \$2870 from the Out-of-System Borrower fee, as Liverpool does not participate in OnPass, and OnPass is free at the participating libraries.

* Morgan has been analyzing the voting trends from Liverpool Central School District and the library numbers.

4. OCPL/Advisory Board Meeting: OCPL did not schedule a July meeting. Susan Mitchell, the new Executive Director, starts on August 18.

G. ITEMS FOR DISCUSSION AND ACTION

1. Acceptance of the Employee Handbook (revised)

The Board received copies of the revised Employee Handbook. Morgan highlighted several of the revisions since the Handbook was accepted in 2010. The changes to the Handbook had been reviewed by the CSEA Union President.

Spado made a motion and Alessio seconded to accept the Handbook as revised for 2014. All were in favor.

2. Approval of CSEA Contract (effective July 1, 2014 through June 30, 2017)

Upon notification by the CSEA Representative that the bargaining unit membership voted to approve the tentative agreement executed on July 22, 2014, and effective July 1, 2014, through June 30, 2017, between the Liverpool Public Library and the Civil Service Employees' Association, Inc. (Liverpool Public Library Unit), the Board of Trustees, having reviewed the tentative agreement and deliberated regarding same, be it hereby

RESOLVED, that upon the recommendation of the Administrator for Business and Personnel (Director's Designee), the Board of Trustees of the Liverpool Public Library hereby approves and ratifies the CSEA agreement and, upon approval of same as to form and content by the counsel for the Library, authorizes the Administrator for Business and Personnel (Director's Designee) of the Library and President of the Board to execute the 2014-17 agreement between the parties.

Unit employees shall receive the following raises to their current base salary:

Effective July 1, 2014, a percentage increase of two percent (2%).

Effective July 1, 2015, a percentage increase of two percent (2%).

Effective July 1, 2016, a percentage increase of two and twenty-five hundredths percent (2.25%).

Spado made a motion and Alessio seconded to approve the CSEA agreement.

On the motion: 4 ayes, 0 nays; motion carried.

In the absence of a Director, the Administrator for Business and Personnel (Director's Designee) is used.

3. Approval of unrepresented management personnel and unrepresented personnel (including substitutes) raises and benefits

RESOLVED, that, upon the recommendation of the Administrator for Business and Personnel (Director's Designee), the Board of Trustees of the Liverpool Public Library hereby approves and authorizes the salary adjustments and benefits, effective July 1, 2014, for the non-bargaining unit employees noted as follows:

To approve the salaries and benefits for management and hourly wages for substitutes at the same rate as the recently approved contract each year for the duration of the contract from July 1, 2014, through June 30, 2017.

Dunstone made a motion and Spado seconded to approve the non-bargaining unit employee's raises and benefits as noted.

On the motion: 4 ayes, 0 nays; motion carried.

H. OPEN FORUM: no report

I. BOARD FORUM: Dunstone's son, after applying for a passport at the library, received everything in the mail in 4 weeks.

J. EXECUTIVE SESSION

Spadafore stated the need to enter into an Executive Session for continuation of the Director's Search with no action to follow. Alessio moved and Dunstone seconded to enter into an Executive Session for the purpose stated by Spadafore. All were in favor.

Spadafore called an Executive Session at 6:58pm. All were in favor. Morgan was asked to attend.

Dunstone made a motion and Alessio seconded to leave Executive Session at 7:35pm. All were in favor.

K. ADJOURNMENT

Spado made a motion and Dunstone seconded to adjourn the meeting. All were in favor. Spadafore adjourned the meeting at 7:35pm.

Respectfully submitted,

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

Dorothy Morgan
Clerk to the Board of Trustees