

**MINUTES
REGULAR MEETING
LIVERPOOL PUBLIC LIBRARY
SEPTEMBER 2, 2015**

Trustees present: Dodge, Spadafore, Spado, Dunstone, Bowers, and MacLaughlin. Alessio arrived at 7:33 p.m.

Staff: G. Wisniewski, Director; D. Morgan, Clerk to the Board

Others: Staff

REGULAR MEETING

A. CALL TO ORDER

President Dodge called the regular meeting to order at 6:30 p.m.

B SALUTE TO THE FLAG

D. CORRESPONDENCE:

- Congratulatory letter from New York State Assemblyman Albert Stirpe to Wisniewski for being named Director of Liverpool Public Library. The letter included recognition for her credentials as the Coordinator for Children and Adult Services.
- Memorial donation of \$25 to the CNY Community Foundation.

E. AGENDA CHANGES: President Dodge stated the need for an agenda change to move Item J. Executive Session up on the agenda as soon as a guest arrives. The session will address a contractual matter. Spadafore made a motion and Dunstone seconded to enter an executive session for the purpose stated by Dodge. All were in favor.

F. CONSENT AGENDA

1. Approval of August 5, 2015 Regular Board Meeting Minutes
2. Approval of Monthly Bills for August.

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

G. REPORTS TO THE BOARD

1. Staff Report: Cindy Hibbert, librarian assistant introduced herself and briefly described her duties at the library highlighting one of her major responsibilities with adult programming services and promotion.

1. Treasurer's report: The Board received copies of the August 28, 2015, expenditure and revenue reports that showed expenses through August. The Board also received the LCSD and Liverpool Library tax rates for 2015-2016. Dunstone reported on the library's financial status as reflected in these reports.

2. President's report: Dodge reminded the trustees of the upcoming annual Book Sale September 26 & 27, 2015 that is returning to the underground garage.

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

- The program guide has been published with an array of great programs for adults, teens, and children through December 2015. It features the Fall Concert Series and Hoopla a new service of movies, music, and eBooks.
- Plans are underway for the annual Book Sale.
- Lobby book sales through August generated over \$2600. The gift shop (\$65), wishing well (\$33), and donation box (\$32) all did quite well.
- The library will be installing telephones in the staff and public libraries. Quotes have been received. The Board was in consensus that this was an important safety issue to consider.
- Library management and other staff involved met with CSEA's safety officer to discuss the pending wood smoke in the library.

- Onondaga County Civil Service has certified the library's payroll schedule. The salary schedule for 2015-2016 was approved by the Board at its Reorganization Meeting in July.
- Plans are underway to develop a walking tour of notable sites in the Village of Liverpool in collaboration with the Liverpool Village Historian.
- The Director will be attending the Town of Salina Board Meeting.

4. OCPL/Advisory Board Meeting: Dodge emailed a copy of the approved OCPL June Board Minutes. There was no July Board Meeting. Dodge also sent highlights from the August Meeting including the ongoing Central Library renovation plans being officially underway.

H. ITEMS FOR DISCUSSION AND ACTION

1. Program Policy.

Bowers made a motion and Dunstone seconded to approve the Program Policy for First Reading. There were no recommendations for revisions from the current policy. All were in favor.

2. Employee Benefits Liability Coverage (EBLC)

The Board received information concerning this coverage, which is not covered under the library's general liability policies. The endorsement typically covers damages the insured becomes legally obligated to pay because of an act, error or omission committed in the administration of employee benefits. The Board was in consensus to approve this coverage for the library.

3. Cyber Insurance

The Library's Insurance Brokerage Office Brown & Brown Empire State is recommending the Board may want to consider Cyber Insurance to protect the library's business assets, records, individual's personal identification, as well as computer hackers. The Board discussed the issue and was in consensus that the library staff should fill out the necessary paperwork in order to find out the cost of coverage.

4. Liverpool Public Library Strategic Plan

The Board and Director discussed the initial stages, plans, and processes of moving forward with building a Long Range Strategic Plan for the library.

5. Appointment of new Clerk to the Board: President Dodge requested the issue be tabled until October.

I. OPEN FORUM: No report

J. BOARD FORUM: No report

K. EXECUTIVE SESSION: Spadafore made a motion and Bowers seconded to enter an executive session at 7:36 p.m. for a contractual matter as stated earlier by Dodge. All were in favor. Wisniewski, Davis, and Morgan were asked to attend.

Dunstone made a motion and Bowers seconded to leave the executive session at 8:05 p.m. All were in favor.

L. ADJOURNMENT

Spadafore made a motion and Alessio seconded to adjourn the meeting. All were in favor. Dodge adjourned the meeting at 8:08 p.m.

Respectfully submitted,



Dorothy Morgan
Clerk to the Board of Trustees