

**MINUTES
REGULAR MEETING
LIVERPOOL PUBLIC LIBRARY
OCTOBER 7, 2015**

Trustees present: Dodge, Spadafore, Dunstone, Alessio, Bowers, and MacLaughlin.

Excused: Spado

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:

- Letter of acknowledgement from Wisniewski in receipt of \$15,266 from the CNY Community Foundation to the library from the Alfred W. Richberg Fund.

- Thank you letter to a patron from Wisniewski for the \$25 donation to the library.

E. AGENDA CHANGES: no changes requested or required

F. CONSENT AGENDA

1. Approval of September 2, 2015 Regular Board Meeting Minutes

2. Approval of Monthly Bills for September.

Dunstone made a motion and Bowers seconded to approve the Consent Agenda. All were in favor

G. REPORTS TO THE BOARD

1. Staff Report: Librarian Annette Friedrichs reported on her primary responsibilities as Coordinator of Children's, Adults, and Teen Services (CATS).

1. Treasurer's report: The Board received copies of the September 30, 2015, expenditure and revenue reports that showed expenses and revenues collected through September. Dunstone reported on the library's financial status as reflected in these reports.

2. President's report: Dodge congratulated the library administration and staff on a very successful book sale.

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

- September totals for in-house revenues:

- Lobby book sale \$2179
- Wishing Well \$73,
- Donation Box \$43
- Gift Shop \$76
- Book Sale \$10,671

- Wisniewski and MacLaughlin attended the Town of Clay Board Meeting on Monday, October 5, 2015.

- The Liverpool Public Library is part of the school district's annual audit report. On May 23, 2013, Moody's Investors Service affirmed an "Aa3" rating to Liverpool Central School District. The "Aa3" rating incorporates the balanced financial operations marked by satisfactory reserve levels, the stable suburban tax base, and the affordable debt burden, which is expected to remain manageable. The rating with Standard & Poor's at this time is "AA-". No material weaknesses were identified or significant deficiencies.

- Wisniewski and Morgan have begun discussions on the upcoming budget for 2016-2017
- A Staff Development Day is being planned for next spring
- New training procedures and protocols have been developed for pages and clerical staff
- A contract for a new website design firm has been written and is awaiting signatures.
- Sargent Meeting Room upgrades are underway using the Richberg Fund.
- Smoke issue is still being pursued by library administration and CSEA.
- Administration is moving forward with first floor renovations and will present a proposal to the Board for needed furniture upgrades.
- Wisniewski asked the Board for guidance and direction with regards to Strategic Planning and the next steps going forward.

4. OCPL/Advisory Board Meeting: Dodge emailed a copy of the OCPL approved August Board Meeting Minutes. Dodge also sent highlights from the September 16 Board Meeting.

H. ITEMS FOR DISCUSSION AND ACTION

1. Program Policy

Dunstone made a motion and Spadafore seconded to approve the Program Policy for second reading and final adoption. All were in favor.

2. Grievance Procedure Policy

Spadafore made a motion and Dunstone seconded to approve the Grievance Procedure for first reading. Discussion followed relative to the necessity or not of mentioning timeframes for when a grievance would need to be addressed to the Board. The Board was in consensus that noting specific times on the policy were not necessary. All were in favor. The Policy will be reviewed for second reading in November.

3. Board Budget Schedule for 2016-2017

MacLaughlin made a motion and Bowers seconded to approve the Board Budget Schedule for fiscal year 2016-2017. All were in favor.

4. Appointment of new Clerk to the Board

Issue was tabled from the September Board Meeting. Morgan will remain Clerk to the Board until a replacement is found.

I. OPEN FORUM: No report

J. BOARD FORUM: Fund balance considerations were discussed relative to facility needs and strategic planning.

K. ADJOURNMENT

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

Respectfully submitted,



Dorothy Morgan
Clerk to the Board of Trustees