

**REGULAR MEETING MINUTES  
LIVERPOOL PUBLIC LIBRARY  
NOVEMBER 2, 2011**

**Trustees present: Spadafore, Spado, Dunstone, Dodge, and Scavone. Alessio arrived at 6:38 p.m.**

**Excused: Ward. Spado was excused at 6:55 p.m. and returned at 7:30 p.m.**

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

**Others: Staff, M. Toscano and P. Swanson, Co-Presidents of the Friends of the Library.**

**REGULAR MEETING**

*A. CALL TO ORDER*

Spadafore called the regular meeting to order at 6:30 pm.

*B. SALUTE TO THE FLAG*

Y. Hewitt led the Board in the Salute to the Flag.

*C. CORRESPONDENCE:* No Correspondence.

*D. AGENDA CHANGES:* No changes

*E. CONSENT AGENDA*

1. Approval of October 5, 2011 Regular Board Meeting Minutes
2. Approval of Monthly Bills for October
3. Transfers

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

*F. REPORTS TO THE BOARD*

1. Friends report - M. Toscano:

- Arts Alive Concert on Sunday, November 6<sup>th</sup>. This year marks Ralph D'Mello's 26<sup>th</sup> season doing the concerts.
- Plans are underway for the Holiday Extravaganza Fundraiser November 20<sup>th</sup>. There will also be a bake sale during the Extravaganza.

2. Treasurer's report: Larry Dunstone

The Board received copies of the October 28, 2011 Expenditure and Revenue Reports. Dunstone reported on the library's financial status.

4. President's report: Spadafore informed the Board that Ward was excused from the meeting due to health reasons, but is doing fine.

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

- exterior windows installation update.
- The Quilts4Charity Show held at the library on October 29 was very well attended.
- receipt of a letter from Bob Gaetano, Village of Liverpool Trustee in response to a letter written by Polly to the Village Mayor. Polly described some concerns involving needed repairs to the sidewalk owned by the Village that faces the library on Second Street, the trees in front of the library on Tulip Street, and the bump-out at the garage entrance.

6. OCPL/Advisory Board Meeting:

- Dodge reported on the October 12<sup>th</sup> OCPL Board Meeting. No report on the Advisory Board.

#### *G. ITEMS FOR DISCUSSION AND ACTION*

##### 1. Policies for First Reading:

Withdrawal of Library Materials: Spado made a motion and Dodge seconded to approve the policy for First Reading. All were in favor.

Policy on Volunteers: Scavone made a motion and Alessio seconded to approve the policy for First Reading. Discussion followed. All were in favor.

##### 2. Preliminary discussions on the 2012-2013 budget

The trustees discussed the New York State property tax levy limit, as well as their overall thoughts on staying with a 2% tax levy increase or less. The Board will be presented with more budget information in December.

#### *H. OPEN FORUM:*

Pat Swanson, Co-President of the Friends of the Library, had a question about whether volunteers are covered under the library's insurance policy. Polly responded in the affirmative.

Alan Napier, library staff member and CSEA Union President, spoke about staff scheduling concerns. Spadafore responded with appreciation and understanding to Napier's concerns, but emphasized the challenges the library is facing over the current economic and budgetary situation.

#### *I. BOARD FORUM: No report.*

#### *J. EXECUTIVE SESSION*

Spadafore stated the need for an executive session for consideration of a legal matter with no action to follow. Dodge made a motion and Scavone seconded to conduct an executive session for the purpose stated by Spadafore. All were in favor.

Spadafore declared an executive session at 7:05 pm.

Spado made a motion and Alessio seconded to return from executive session at 8: 08 p.m. with an unanticipated action to follow.

Scavone made a motion and Spado seconded to appoint Dorothy Morgan, Clerk to the Board of Trustees, as the Board's representative to the Friends of the Library. All were in favor.

Scavone made a motion and Alessio seconded to adjourn the meeting.

#### *K. ADJOURNMENT*

Spadafore adjourned the meeting at 8:10 p.m.

Respectfully submitted,



Dorothy Morgan  
Clerk to the Board of Trustees