

**MINUTES
REGULAR MEETING
LIVERPOOL PUBLIC LIBRARY
NOVEMBER 4, 2015**

Trustees present: Dodge, Spadafore, Spado, Dunstone, Bowers, and MacLaughlin. Alessio arrived at 6:55 p.m.

Staff: G. Wisniewski, Director; Y. Hewitt, Secretary to the Director

Excused: D. Morgan

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:

- thank you note from a patron acknowledging help received from an information question

E. AGENDA CHANGES: no changes requested or required

F. CONSENT AGENDA

1. Approval of October 7, 2015 Regular Board Meeting Minutes

2. Approval of Monthly Bills for October.

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

G. REPORTS TO THE BOARD

1. Staff Report: Luke Connor, librarian and Supervisor for the Circulation and Paging Services Department introduced new page Jessica Folk. Connor highlighted work he has undertaken with the staff including the development of a procedural manual for future supervisors. Connor also described his responsibilities as the teen librarian introducing programs he has developed and their successful attendance by many local youths.

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

2. President's report: Dodge reported that a meeting would be held on November 30 with LCSD Superintendent Mark Potter. Wisniewski will be introduced to Potter as the library's new director, and trustees Dodge, MacLaughlin, and Dunstone, will be present to discuss the library's long-range strategic plans and its relationship with the school district.

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

- \$2646.00 was collected from the lobby book sale in October.

- The family of Robert Palmer in his obituary named the library for donations in lieu of flowers. Palmer was a local resident.

- Wisniewski will be attending the Veterans Fair.

- A book bike will be purchased as part of the library's outreach programming.

- Wisniewski read the NYLA/ALA leaders proclamation on sustainability in libraries. Wisniewski and Martha Hopper will be meeting with a solar company to explore the feasibility of solar energy for the library.

- \$560 rebate check from National Grid was received for the LED lights that were previously installed in the garage.

- Staff will be addressing the topic of violence in the workplace at its next staff meeting. A training video

will be presented and members of the security staff will be on hand to answer any questions or concerns.

- The Patron Code of Conduct Policy will be reviewed to address whether masks/face covering should be allowed in the library and included in the current policy. Discussion followed.
- Strategic Plans: the Board was in agreement to enter into contract with David Bendekovic, as the library consultant and facilitator for the project. Wisniewski would like to start the timeline in January. Bendekovic will attend the December Board Meeting.

4. OCPL/Advisory Board Meeting: Dodge reports:

- The board received the approved minutes for the September OCPL board meeting and highlights from the October meeting

H. ITEMS FOR DISCUSSION AND ACTION

1. Grievance Procedure Policy for Adoption.

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

2. LED Proposal

The Board received cost proposals from City Electric for LED bulbs to replace the bulbs in the existing fixtures on the first and second floors. A proposal from Daucher Electric for the installation cost on the first floor was also reviewed. Discussion followed. The staff researched cost comparisons with other companies. National Grid is offering a rebate for each bulb replaced. The work must be finished by the end of December 2015.

Spadafore made a motion and MacLaughlin seconded authorizing the Director to proceed with the work and approved a transfer from the fund balance to the appropriate lines designated on the transfer sheet. All were in favor. A friendly amendment was entered by Dunstone and seconded by MacLaughlin to approve a transfer of \$19,000 for the cost of bulbs including installation on the first floor. The transfer sheet will be corrected to reflect the change requested.

I. OPEN FORUM: No report

J. BOARD FORUM: Spadafore informed the Board that Assemblywoman Pamela Hunter would fill the seat left vacant by Sam Roberts. Hunter represents the 128th Assembly District that includes the towns of DeWitt, Onondaga and Salina, and parts of Syracuse. The seat was vacated in June when Roberts, a Democrat, was appointed as commissioner of the Office of Temporary and Disability Assistance.

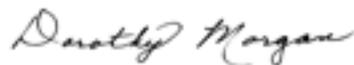
K. EXECUTIVE SESSION: Dodge stated the need for an executive session to discuss legal matters with no action to follow. Spado made a motion and Dunstone seconded to enter an executive session at 7:30 p.m. for the purpose stated by Dodge. All were in favor. Wisniewski was asked to attend.

Spadafore made a motion and Bowers seconded to leave the executive session at 7:50 and adjourn the meeting. All were in favor.

L. ADJOURNMENT

Dodge adjourned the meeting at 7:50 p.m.

Respectfully submitted,



Yvette Hewitt, Secretary to the Director
Dorothy Morgan, Clerk to the Board