



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
November 1, 2017  
Carmen Community Room

**Trustees present: Spadafore, Budmen, Gutierrez, Hewitt, Hluchyj, MacLaughlin, Schapley.**  
**Staff: G. Wisniewski, Director; D. Morgan, Admin. Asst.; M. St. Leger, Clerk to the Board**  
**Others: Staff and Community Members**

**REGULAR MEETING**

**A. CALL TO ORDER**

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

**B. SALUTE TO THE FLAG**

**C. CORRESPONDENCE:**

- Thank you note from the Home Learners Association of CNY.
- 2017 OCPL Summer Reading Program Brochure featuring LPL.

**D. AGENDA CHANGES: none**

**E. CONSENT AGENDA**

1. Approval of October 4, 2017 Regular Meeting Minutes
2. Approval of Monthly Bills for October
3. Approval of Transfers

Hewitt made a motion and Hluchyj seconded to approve the Consent Agenda. All were in favor.

**F. REPORTS TO THE BOARD**

1. Library Trustees Association – OCPL Amanda Travis.

- Amanda Travis, Member Services Coordinator at OCPL, provided the trustees with an overview of available resources and educational opportunities. Travis works with the member libraries and is their liaison with OCPL and the NYS Library Trustees Association.
- <http://www.onlib.org/learn/about-ocpl/ocpl-system-information/resources/tools-trustees>
- <http://www.nysl.nysed.gov/libdev/trustees/webinars.htm>

2. Financial Report

- Morgan provided an update to the board regarding the current year revenue and expense statements, and a forecast of expected expenses and revenues.
- There was a discussion regarding the upcoming annual audit by Inero & Company, and the decision by the Liverpool Central School District to exclude Liverpool Public Library from their annual audit and no longer filing an ST-3 with NYS on behalf of LPL. Inero will be producing an AUD which will be filed with NY State.
- MacLaughlin stated the unilateral decision by LCSD to exclude LPL from the annual financial statement is not acceptable. LCSD processes all finances since LPL is a School District Public Library but does not provide LPL employees with access to information needed to manage the library operation. LSCD taxpayers are now paying for two audits which had for decades been completed a single audit. MacLaughlin has requested the opportunity to talk to the audit committee at LCSD.

### 3. President's Report

- Spadafore recently attended two programs at the library.
  - The program on Islam was well attended, very informative, and demystified Islam.
  - The Vietnam program presented by Tom Henry was very good and well attended.
  - Spadafore lauded the hard work of Librarian Assistant Cindy Hibbert in putting together programs at LPL.

### 4. Director's Report

- The Lobby Book sale brought in \$1,985.00 in October, while the wishing well had \$22.05. The gift shop sales totaled \$71.00, the donation box contained \$33.96, and we received \$4.00 in donations from patrons attending movies. A generous patron who wishes to remain anonymous made a \$500 donation to the library on October 12<sup>th</sup> and a thank you letter was sent.
- Thank you to LPL BOT Vice President Dorianne Gutierrez for writing a history of library which will be posted on the website.
- Len Sharp facilitated the donation of 127 brand new science books. The books are beautiful, and a special display will be created in the Children's Room. We thank Mr. Sharp for thinking of LPL for this donation.
- One of the heating units, RTU #5, needs repair and LCSD will cover the expense (current estimate is \$5,000)
- Each employee will receive a "Total Compensation Statement" in a sealed envelope. This is an opportunity to remind our employees of the value of their annual compensation and benefits.
- Wisniewski will become a board member of the Liverpool Chamber of Commerce.
- Central NY Library Resources Council will hold their Legislative breakfast on Friday, December 1<sup>st</sup> at LaCasita Cultural Center, 109 Otisco St., at 8:30am.
- We had a meeting with representatives from LCSD, Katie Phillips, Darrell Clisson, and Nick Signorelli to discuss the first-floor renovation. They determined no SED approval is needed for the renovation. After the discussion, we asked Nick Signorelli of Ashley McGraw to submit a proposal to consult on a few areas of the renovation such as the electrical needs. A copy of the proposal was provided.
  - Budmen made a motion to hire Ashley McGraw as a consultant for the first-floor renovation not to exceed \$5,000, and Hluchy seconded. All were in favor. Motion carries

### 5. OCPL Report:

- Sandra Barrett has been appointed Director of the Friends of the Central Library group. Barrett's primary responsibility will be the Gifford Lecture Series.
- The Literacy Coalition is considering changes to the Summer Literacy learning program, and making it more than just reading.
- M&T Bank provided a \$7,000 grant for summer reading programs at the OCPL libraries.
- OCPL has two new delivery vans which are very eye catching.
- There was an informative presentation about an early learning literacy reading program for parents in Jamesville Correctional facility. A kit is given to the parent upon release which includes support materials for the whole family.

## G. ITEMS FOR ACTION AND DISCUSSION

1. Staff Development and Conference Attendance Policy for Second Reading and Final Approval. MacLaughlin made a motion and Schapley seconded to approve the policy for second reading and final approval. All were in favor. Motion carries.

2. Use of Library Vehicles Policy for Second Reading and Final Approval.  
Gutierrez made a motion and Hewitt seconded to approve the policy for second reading and final approval.  
All were in favor. Motion carries.
3. Bylaws Committee  
MacLaughlin and Hewitt volunteered to be on the committee with President Spadafore to review the By-Laws.
4. Personnel  
Schapley made a motion and Budmen seconded to accepts the Resignations as presented.

RESIGNATIONS				
First Name	Last Name	Position	Pay Grade	Effective Date
David	Witkowski	Library Clerk II	2	11/02/2017
Cheryl	Grom	Library Clerk II part-time	4	11/21/2017

All were in favor. Motion carries.

H. OPEN FORUM:

- nothing.

I. BOARD FORUM:

- Schapley shared with the board that she has attended several programs recently and thought the Ghost Hunters program was interesting and not what she had expected.
- Budmen gave the board an update on a purchase she made at the recent annual Book Sale. She purchased a packet of DVD's for one dollar, and then the HS was discarding DVD cases. The DVD's are primarily used by special needs students at school, and she feels it was a dollar well spent.

J. EXECUTIVE SESSION –

Spadafore stated the need for an executive session to discuss a legal matter with no action to follow. MacLaughlin made a motion and Hluchyj seconded to move into executive session for the previously stated matter. All were in favor. Wisniewski and Morgan were asked to attend. The board moved into executive session at 7:42 p.m. with no action to follow.

Schapley made a motion to return from executive session at 8:14 p.m, seconded by Hluchyj. All were in favor.

K. ADJOURNMENT

Schapley made a motion to adjourn and Hewitt seconded. All were in favor. The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

*Martina St Leger*

Martina St. Leger, Clerk to the Board