



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**November 13, 2024**  
**Carman Community Room**

**Trustees present: Budmen, Gouger, McLaughlin, Mainville, Wood**  
**absent: Heaslip, Hewitt**

**Staff: S. Reckhow, Director; A. Borelli, Asst. Director; S. Smith, Business Manager;**  
**C. Reynolds, Clerk to the Board; Community Member**

**REGULAR MEETING**

- A. CALL TO ORDER: President McLaughlin called the meeting to order at 6:30 p.m.
- B. SALUTE TO THE FLAG
- C. ACCEPT OCTOBER MEETING MINUTES
- D. CORRESPONDENCE: none
- E. AGENDA CHANGES: none
- F. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget Status Reports through October. These reports were previously distributed electronically.
- Bank Statements through July 2024 with balance reconciliations from LCSD were received and reviewed by the library's business office. The bank statements from Chase and Key are received by LCSD District Treasurer with the reconciliations being done by LCSD Account Clerk. The statements were on hand if called upon for Board review.
- The Independent Claims Auditor reviewed each invoice for the period of October 10, 2024, through November 13, 2024.

Gouger made a motion to authorize payment of the audited invoices. Mainville seconded the motion.

Aye: Budmen, Gouger, McLaughlin, Mainville, Wood.

Final Resolution: Motion Carried

- The Board reviewed budget transfers.

Wood made a motion to approve budget transfers. Budmen seconded the motion.

Aye: Budmen, Gouger, McLaughlin, Mainville, Wood.

Final Resolution: Motion Carried

2. President's Report:

- President McLaughlin reminded board members about required trainings.

3. Director's Report

- Mini Staff Development Day was held on Election Day. Training stations were setup in the morning highlighting basic safety, software refreshers, and copier/computer equipment. Departments spent the afternoon working together on strategic plan priorities and developing action items.
- Security held Code Adam training for staff.
- Partnerships and outreach with Liverpool schools has increased in the last two months and preparation for the 'Pool Pass roll out is progressing. Data is being collected and tested with an anticipated launch after December break.

- The Richberg grant has funded upcoming field trips for LCSD second graders. Logistics still being finalized.
  - Staff members; Osmanovic, Hibbert and McCurdy recently attended library conferences focused on outreach, reading research, and reading trends of younger generations.
  - RFP was released for the early literacy mobile, responses are due by December 4<sup>th</sup>. The consultant will make a recommendation on best bid for LPL.
  - Halloween parade had a very high turnout with over 300 participants. Community involvement was key in making this event successful.
4. OCPL Report:
- Marcellus Free Library to hold CLRC's Legislative breakfast on December 12<sup>th</sup>.
5. Trustee Advisory Council: none

#### G. ITEMS FOR ACTION AND DISCUSSION

1. Circulation Policy for Second Reading and Final Approval  
 Motion to approve the policy for second reading and final approval by Budmen seconded by Wood.  
 Aye: Budmen, Gouger, McLaughlin, Mainville, Wood  
 Final Resolution: Motion Carried
2. Corporate Sponsorships & Affiliate Agreement for First Reading  
 Motion to approve the agreement for first reading by Gouger second by Mainville. Discussion followed.  
 Aye: Budmen, Gouger, McLaughlin, Mainville, Wood  
 Final Resolution: Motion Carried
3. Board Budget Schedule  
 Motion to approve the Board Budget Schedule for the 2025- 2026 fiscal year as presented by Gouger second by Budmen.  
 Aye: Budmen, Gouger, McLaughlin, Mainville, Wood  
 Final Resolution: Motion Carried

#### H. OPEN FORUM: None

#### I. BOARD FORUM:

- Budmen and Reckhow attended the Town of Clay Land Use Study Open House, found it to be really interesting.
- Board proposed moving April board meeting to April 2<sup>nd</sup> to accommodate the Bresnahan Award Ceremony.  
 Motion to approve April meeting schedule adjustment by Gouger second by Mainville.  
 Aye: Budmen, Gouger, McLaughlin, Mainville, Wood  
 Final Resolution: Motion Carried
- Board members discussed creating a list of relevant municipality meetings. Budmen will develop a master list to be reviewed at December meeting.

#### J. EXECUTIVE SESSION –

McLaughlin stated the need for an executive session to discuss a contractual matter with no action to follow. Budmen made a motion and Wood seconded to move into executive session at 7:12 p.m. Borelli and Smith were asked to attend.

Aye: Budmen, Gouger, McLaughlin, Mainville, Wood  
 Final Resolution: Motion Carried

Budmen made a motion to return from executive session at 7:40 p.m., seconded by Wood.

Aye: Budmen, Gouger, McLaughlin, Mainville, Wood  
 Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 7:41 p.m.

Respectfully submitted,

*Colette Reynolds*

Colette Reynolds, Clerk to the Board