



MINUTES
BOARD OF TRUSTEES MEETING
October 10, 2018
Carmen Community Room

Trustees present: Gutierrez, MacLaughlin, Schapley, Baker, Budmen, Hewitt, Hluchyj
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 Gutierrez called the regular meeting to order at 6:30 p.m

B. SALUTE TO THE FLAG

C. CORRESPONDENCE:

- Thank you note from Bonsai Club of CNY
- Summer Reading Flyer LPL.
- Donation from Field Goods

D. AGENDA CHANGES: none

E. CONSENT AGENDA

1. Approval of September 12, 2018 Regular Meeting Minutes
2. Approval of Monthly Bills for September
3. Approval of Transfer
Schapley made a motion and Hluchyj seconded to approve the Consent Agenda.
All were in favor. Motion Carries

F. REPORTS TO THE BOARD

1. Staff Report – John Hibbert
John Hibbert has been with LPL since 1990. He is a LAN Tech Support Specialist in the Computer Services Department. Hibbert is responsible for the researching equipment needs, set up and maintenance of all the computers in the library, maintaining the inventory of equipment and creating surplus equipment lists.
2. Financial Report
 - Dorothy Morgan updated the board on the financial status of the library. The AUD will be completed by the end of October. Insero expects to have the internal audit of the library finished this month.
3. President's Report
 - Gutierrez shared a story with the board from her time spent working at the annual book sale. Gutierrez was working the tally station when a young girl presented a box of Japanese graphic novels, which Gutierrez knew were costly when purchased new. Gutierrez remarked to the young girl that she made out with her find. To which

the girl replied YOU BET and grinned ear to ear. Gutierrez said the book sale was crowded which was nice to see.

4. Director's Report

- The Lobby Book sale brought in \$1,262.75 in September while the Annual Book Sale Down Under raised \$12,281.40. The wishing well contained \$34.16, gift shop purchases totaled \$53.40. The donation box held \$34.49, patrons attending movies donated \$47.30, and Passport photos generated \$30 in revenue.
- LPL has won the 2018 Best Library Award from the Syracuse New Times. The representative handing out the awards remarked to Wisniewski "You ARE the best library." The woman had been bringing her now 20-year-old daughter to LPL since she was 2 years old.
- NYS Department of Labor now requires all employers to have a sexual harassment policy, a procedure for reporting and investigating complaints, and conduct employee training annually. Trustees were provided with copies of the Sexual Harassment policy from the employee handbook with changes noted in Red. The policy has been reviewed by the attorney. Library employees received training in April at the annual staff development day.
- Our plan is to remove one of the Media Banks from service this week and then offer the unit for sale. Our remaining Media Bank is included in the first-floor renovation.
- The Academy at Syracuse Studios would like to film in the library on November 1st. Discussion followed regarding use of the space, staff costs and stipulations.
 - **Resolution.** Budmen made a motion, seconded by Schapley to approve closing the library to the public on Thursday, November 1, 2018 contingent upon fully executed contract with Sid is Dead, LLC.. Staff will not report but will be paid. All in favor. Motion carries.
- We should have a cost estimate for the first-floor renovation by October 29. The next meeting with the architect and designer will be in early November where we expect to see renderings. We have asked the staff to move programming off-site from February through April.

5. OCPL Report:

- The 2019 OCPL Budget was presented to the legislature and was very well received. A Candidate search for an Executive Director will begin by the end of the year.

G. ITEMS FOR ACTION AND DISCUSSION

1. Request for Reconsideration Policy for First Reading.
Schapley made a motion and Budmen seconded to approve the policy for first reading. Discussion followed. 0 yes, 7 no. Motion does not carry.
MacLaughlin made a motion seconded by Hewitt to table to first reading to the November board meeting. All in favor. Motion carries.
2. Surplus Furniture and Equipment List
MacLaughlin made a motion and Hluchyj seconded to approve the surplus as submitted. All were in favor. Motion carries.
3. Board Budget Schedule 2019-2020
MacLaughlin made a motion and Budmen seconded to accept the budget schedule. All were in favor. Motion carries.

- 4. APPROVAL OF SALARY SCHEDULE: Civil Service Requirement
Schapley made a motion and Hewitt seconded to accept the Salary Schedule as presented. All were in favor. Motion carries

- 5. Personnel Changes

RESIGNATIONS

First Name	Last Name	Position	Pay Grade	Effective Date
Frederick	Lont	Librarian I (part-time as needed)	10	8/15/2018
Amber	Williams	Library Clerk I (part-time)	2	8/31/2018
Nancy	Monti	Librarian I (part-time as needed)	10	9/23/2018

Budmen made a motion and Hluchyj seconded to accept the changes as presented. All were in favor. Motion carries.

- H. OPEN FORUM: nothing

- I. BOARD FORUM: Trustee Hewitt made remarks about this summer’s butterfly program at the library and how nice it has been to see a resurgence of butterflies at Onondaga Lake Park and around the village. She said the passion of one person made a difference.

Trustee Budmen let the board know that the school district and the library, with McGregor at the helm, will be making an application to Best Buy Geek Squad Academy to host the program for a third year.

- J. EXECUTIVE SESSION –

Gutierrez stated the need for an executive session to discuss a personnel matter. Budmen made a motion and Baker 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 7:38 p.m. with action to follow.

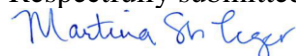
Baker made a motion to return from executive session at 8:31p.m, seconded by Budmen. All were in favor.

MacLaughlin made a motion Seconded by Hewitt to award Susan Reckhow a 2% salary increase effective July 1, 2018. All were in favor. Motion carries.

- K. ADJOURNMENT

Baker made a motion to adjourn and Hluchyj seconded. All were in favor. The meeting was adjourned at 8:32 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board