



**MINUTES  
BOARD OF TRUSTEES MEETING**

**October 9, 2019**

**Meeting Room at Village of Liverpool Hall, 310 Sycamore St., Liverpool**

**Trustees present: Baker, MacLaughlin, Budmen, Hewitt**

**Trustees absent: Hluchyj, Shapley**

**Staff: G. Wisniewski, Director; S. Reckhow, Asst. Director; D. Morgan and S. Smith,  
Admin. Assts.; M. St.Leger, Clerk to the Board**

**Others: Staff and Community Members**

**REGULAR MEETING**

**A. CALL TO ORDER**

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

**B. SALUTE TO THE FLAG**

**C. CORRESPONDENCE: Thank you note from Pat MacLaughlin**

**D. AGENDA CHANGES: none**

**E. EXECUTIVE SESSION**

Baker stated the need for an executive session to discuss Personnel Matter pertaining to the board vacancy with no action to follow.

Budmen made a motion and MacLaughlin seconded to move into executive session for the previously stated matter.

Aye: Baker, MacLaughlin, Budmen, Hewitt.

Final Resolution: Motion Carried

Wisniewski was asked to attend.

The board moved into executive session at 6:31 p.m. with no action to follow.

Ashley Gouger and then Laura Harrington were interviewed individually.

Budmen made a motion to return from executive session at 6:53 p.m, seconded by Baker.

Aye: Baker, MacLaughlin, Budmen, Hewitt.

Final Resolution: Motion Carried

**F. REPORTS TO THE BOARD**

**1. Audit Report – Jerry Mikelson and Shane Hildebrand, Insero & Co.**

Discussion of the annual audit for the year ended June 30, 2019. Mikelson complemented Smith and stated she did a great job despite some challenges with this year's audit. Mikelson reported there were no deficiencies and a full report would be forthcoming to the board.

**2. Financial Report**

- The Board received the Budget Status Report through September. These reports were previously distributed electronically.
- Bank Statements through July 2019 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 Carol Mathews with the reconciliations being done by LCSD's Michelle Stanton. The statements were on hand if called upon for Board review.

- Baker reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated September 11, 2019 through October 9, 2019.  
MacLaughlin first Second by Budmen.  
Aye: Baker, MacLaughlin, Budmen, Hewitt.  
Final Resolution: Motion Carried

3. President's Report: Baker said it has been an interesting few months as President of the Board. As she is out in the community people are sharing with her that they are sad the full library is not open yet but are know it will be great when it's finished, and many community groups are anxious for the opening and the availability of the meeting rooms again.

4. Director's Report

- September Cash Revenues: Lobby Book Sale = \$297.75    Gift shop total = \$16.80  
Passport photos = \$0    Fines: \$2,165.09    Gifts/Donations = \$31.70  
Movie Attendance = \$0    Wishing well = \$8.72
- Wisniewski provided an update on the first-floor renovations. Shelving has arrived and the books have been returned from storage. The entire collection is in the building and back on the shelves. Some furniture has arrived with bigger pieces expected in the next few weeks. Training has been ongoing for the one desk model which will be fully implemented in the new space. The library will be closed October 21 – 24 to allow for set up of library spaces and staff training. A soft open is set for Friday, October 25. A grand opening will take place when all is in place.
- The children's room is now closed with most of the collection headed to storage. There is a small collection in the mini library that will move into the flex space when the main room opens until the Children's room is complete. Story times will continue to be held off site. The staff and Community Partners have been awesome.
- Wisniewski received an update from Children and Family Services Librarian Murry on the great relationship between LPL and LCSD Librarians. (Budmen was copied on the email.) Recent school visits by LPL Librarians generated 136 library cards for the high school and annex students. We are also excited by the possibility of the Lori Bresnahan Award being held in the Library next spring. There are also discussions to have LPL staff participate in Superintendent's Conference Day next March.

5. OCPL Report:

- There were four final candidates for the Executive Director position, and Wisniewski participated in the interviews. One candidate as removed their name from consideration. An announcement is expected very soon.

G. ITEMS FOR ACTION AND DISCUSSION

1. Meeting Minutes of September 11, 2019 were accepted as published.

2. Personnel Changes

**RESIGNATION**

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Rudd, Kevin	Security Guard (PTAN)	9/4/2019
Horan, Ann	Librarian I (PTAN)	10/2/2019
Shaughnessy, Christine	Graphic Tech (PT)	10/2/2019

Motion to accept the personnel changes as presented by Hewitt, second by Budmen.

Aye: Baker, MacLaughlin, Budmen, Hewitt.

Final Resolution: Motion Carried

3. Board Budget Schedule

Motion to approve the Board Budget Schedule for the 2020-2021 fiscal year by MacLaughlin, second by Hewitt. Discussion followed. The Public Hearing on the 2020-2021 budget and the May Board of Trustees meeting will be held Wednesday, May 6, 2020.

Aye: Baker, MacLaughlin, Budmen, Hewitt.

Final Resolution: Motion Carried

H. OPEN FORUM: none

I. BOARD FORUM: Budmen initiated a discussion for Institutional Library cards for the LCSD School Librarians. A committee of LPL and LCSD Librarians will need to work out some details before the cards are implemented. The project may start as a pilot program. There are also plans to have LPL Librarians issue library cards and provide training to LCSD staff during the March 11 Superintendent's Conference Day.

J. EXECUTIVE SESSION –

Baker stated the need for an executive session to discuss Personnel Matter pertaining to the board vacancy and accruals with no action to follow.

Budmen made a motion and McLaughlin seconded to move into executive session for the previously stated matter.

Aye: Baker, MacLaughlin, Budmen, Hewitt.

Final Resolution: Motion Carried

Wisniewski, Reckhow, Morgan, Mikelson, and Hildebrand were asked to attend.

The board moved into executive session at 7:50 p.m. with no action to follow.

Baker made a motion to return from executive session at 9:22 p.m, seconded by Hewitt.

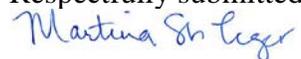
Aye: Baker, MacLaughlin, Budmen, Hewitt.

Final Resolution: Motion Carried

K. ADJOURNMENT

The meeting was adjourned at 9:22p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board