



BOARD OF TRUSTEES MEETING
Wednesday, October 14, 2020 at 6:30 p.m.

REGULAR MEETING

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT SEPTEMBER MEETING MINUTES
- D. CORRESPONDENCE
- E. AGENDA CHANGES
- F. REPORTS TO THE BOARD
 - 1. Financial Report
 - a. Approval of Invoices for September 9, 2020 through October 14, 2020
 - 2. President's Report
 - a. Board of Elections contact
 - 3. Director's Report
 - a. Collection Diversity
 - 4. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
 - 1. Personnel
 - 2. Collection Policy for 2nd Reading and Final Approval
 - 3. Credit Card Policy for 1st Reading
 - 4. Staff Development & Conference Attendance Policy for 1st Reading
 - 5. Use of Library Vehicles Policy for 1st Reading
 - 6. Board Budget Schedule
 - 7. Surplus List
 - 8. Close November 3, 2020
 - 9. Salary Schedule
- H. OPEN FORUM
- I. BOARD FORUM
- J. EXECUTIVE SESSION –
- K. ADJOURNMENT



MINUTES
BOARD OF TRUSTEES MEETING
September 9, 2020
Liverpool Public Library and via Zoom, YouTube

**Trustees present: Baker, Budmen, Gouger, Hewitt, Hluchyj, MacLaughlin, and
(via zoom) Schapley**

**Staff: G. Wisniewski, Director; Asst Director, S. Reckhow; S. Smith, Admin. Asst.;
R. Davis, Personnel Analyst; M. St. Leger, Clerk to the Board.**

REGULAR MEETING

A. CALL TO ORDER

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

B. SALUTE TO THE FLAG

C. ACCEPT AUGUST MEETING MINUTES.

D. CORRESPONDENCE: Donation received from Fyler family in memory of Marcia Post

E. AGENDA CHANGES: none

F. REPORTS TO THE BOARD

1. Financial Report

- The Board received the Budget and Revenue Status Report through August. These reports were previously distributed electronically.
- Bank Statements through June 2020 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.
- Gouger reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated August 13, 2020 through September 9, 2020.

Baker seconded the motion.

Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, MacLaughlin.

Final Resolution: Motion Carried

2. President's Report:

- Budmen encouraged Trustees to consider attending the 2020 NYLA Conference which will be held virtually this year on November 5 & 6.
- Budmen contributed a letter to the LPL Time Capsule, and asked the Director for an update. The time capsule was put together in conjunction with summer reading and will be placed in the local history cabinet.
- The board had a discussion with the Personnel Analyst about the Salary Schedule. The salary schedule is approved annually during the Reorganizational Meeting and submitted to civil service. The board asked Davis to look into salary steps as opposed to a salary schedule and report at the next meeting.

3. Director's Report

- Wisniewski updated the board on the success of the summer reading program and wanted to especially acknowledge the many local businesses that donated prizes for the participants. Their support is especially appreciated in this time of economic hardship.
 - Edge Credit Union
 - Wegmans
 - Ballantyne Gardens
 - Hope Café
 - Erie Canal Museum
 - LPL staff: Cindy Hibbert, Joellyn Murry, Alison McCarthy, and Laurel Sharp
 - Our August stats give us a good look at a full month of limited operation. We circulated over 16,000 items. This is below our normal circulation but given the limited hours of operation the numbers tell us our patrons are happy to be able to use the library again. There were 1,455 grab and go appointments and 1,672 patron appointments. Considering our limited hours, we are pleased to see people are comfortable coming into the library, feel safe while they are there, and make return visits.
 - To get more staff in the building regularly we looked at NYS guidelines. The upstairs is office and we can have 50% capacity. The main library is still subject to 25% capacity which includes staff and patrons.
 - The latest guidance calls for a 7-day quarantine for returned items. Out of an abundance of caution, we will follow the guidelines. Unfortunately, items will remain on accounts longer, however there are no fines at this time for overdue items.
 - Several staff will participate in the online professional development course: Evaluating, Auditing, and Diversifying Your Collections. The course will take place over 3 weeks in November.
 - NYS library construction grant funds are expected in the next month or two.
 - 7 eligible employees took advantage of the voluntary retirement incentive. The positions retiring include: Account Clerk II, Custodial Worker I, (2) Library Clerk III, Personnel Aide, Personnel Analyst, Page.
4. OCPL Report: There is not much to report. Curbside pickups continue and they may be impacted by further county job cuts in the weeks to come.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

APPOINTMENTS

Name	Position	Salary	Start Date
Reif, Brett	Library Clerk I (PT)	\$12.07 p/h	8/31/2020

Motion to accept the personnel changes by Hluchyj, second by MacLaughlin.

Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, MacLaughlin.

Final Resolution: Motion Carried

2. Copyright Policy for Second Reading and Final Approval

Motion to accept the policy for second reading and final approval by Hewitt, second by Gouger.

Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, MacLaughlin.

Final Resolution: Motion Carried

3. Freedom of Information (FOIL) Policy for Second Reading and Final Approval

Motion to accept the policy for second reading and final approval by Baker, second by MacLaughlin.

Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, MacLaughlin.

Final Resolution: Motion Carried

4. Meeting Room Use Policy for Second Reading and Final Approval.

Motion to accept the policy for second reading and final approval by Hluchyj, second by Hewitt.

Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, MacLaughlin.

Final Resolution: Motion Carried

5. Collection Policy for first Reading.

Motion to accept the policy for first Reading by Gouger, second by Hluchyj.

Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, MacLaughlin.

Final Resolution: Motion Carried

H. OPEN FORUM: no comments

- I. BOARD FORUM: Baker wondered what steps would be involved for the library to be a designated ballot drop off location. Currently, the Onondaga County Board of Elections is the only location for ballot drop off. President Budmen stated she would look into the matter.

J. EXECUTIVE SESSION –

Budmen stated the need for an executive session to discuss a Personnel Matter related to a particular employee with no action to follow.

MacLaughlin made a motion and Baker seconded to move into executive session at 7:11 p.m. with no action to follow for the previously stated matter.

Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, MacLaughlin.

Final Resolution: Motion Carried

Wisniewski was asked to attend. Schapley joined by phone.

At 7:26 the board remained in executive session to discuss a Legal Matter with no action to follow.

Wisniewski, Reckhow, and Smith were asked to attend.

Baker made a motion to return from executive session at 7:53 p.m., seconded by Gouger.

Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, MacLaughlin.

Final Resolution: Motion Carried

K. ADJOURNMENT: The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Martina St. Leger

Martina St. Leger, Clerk to the Board

LIVERPOOL CENTRAL SCHOOL DISTRICT
TREASURER'S REPORT
June 30, 2020

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
JP MORGAN CHASE				
School Lunch XXX XXX 0904	\$1,746,833.25	\$0.00	\$0.00	\$1,746,833.25
General MM XXX-XX6788	\$7,443,791.40	\$0.00	\$0.00	\$7,443,791.40
Reserve MM XXX-XX3311	\$15,507,808.59	\$0.00	\$0.00	\$15,507,808.59
General Disb. NOW XXX-XX5257	\$5,203,577.75	\$0.00	\$0.00	\$5,203,577.75
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$3,403,468.85	-\$3,403,468.85 (1)
Public Library savings XXX-XX8316	\$143,029.50	\$0.00	\$0.00	\$143,029.50
Expendable Trust XXX-XXX7906	\$167,973.35	\$0.00	\$0.00	\$167,973.35
Capital Fund MM XXX-XX8251	\$21,855,294.32	\$0.00	\$0.00	\$21,855,294.32
Benefit Funding Account XXX-XX5230	\$50,000.00	\$0.00	\$0.00	\$50,000.00
CITIZENS BANK				
General Fund XXXXXX-162-4	\$4,276,749.99	\$0.00	\$0.00	\$4,276,749.99
M & T				
Capital Fund MM XXXXXXXXXX6329	\$1,581,772.19	\$0.00	\$0.00	\$1,581,772.19
General Fund MM XXXXXXXXXX5708	\$11,422,159.61	\$0.00	\$0.00	\$11,422,159.61
KEYBANK				
General fund XXX-XX611-2	\$3,215,918.46	\$0.00	\$0.00	\$3,215,918.46
Public Library NOW XXX-XX0061	\$743,058.76	\$0.00	\$0.00	\$743,058.76
TOTALS	\$73,357,967.17	\$0.00	\$3,403,468.85	\$69,954,498.32

- (1) The General Disbursement account is the account through which most district checks are paid. The account will reflect any outstanding checks and will show a negative general ledger balance. The money to cover the outstanding obligations is transferred into the NOW account by the district. The bank transfers money from the NOW account into the General Disbursement account as checks are presented for payment. District personnel ensure sufficient funds are available in the NOW account to cover checks clearing. JPMorgan Chase Bank requires an \$800,000 compensating balance in this account at all times and the two accounts will always have a combined balance of at least \$800,000 on this report.

TREASURER'S REPORT page 2

Part B: Cash Position by Fund

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
General & Trust and Agency	\$59,717,064.98	\$11,783,482.13	\$28,329,349.06	\$43,171,198.05
School Lunch	\$1,535,393.53	\$211,439.72	\$0.00	\$1,746,833.25
Special Aid	\$0.00	\$603,559.02	\$603,559.02	\$0.00
Capital, Cap Int & Debt Serv.	\$18,304,614.32	\$39,446,160.76	\$30,196,927.47	\$27,553,847.61
Public Library	\$1,266,508.14	\$108.48	\$380,528.36	\$886,088.26

I certify that each of the above accounts have been reconciled to the bank balance.

Carol-Anne M. Matthews

Treasurer

Note: Additional district funds of \$585,800 are held by Excellus as a required cash advance for health self-insurance.

Part C: Collateral Statement

ACCOUNT	BANK BALANCE	FDIC	COLLATERAL	OVER (SHORT)
<u>JP MORGAN CHASE</u>				
School Lunch	1,746,833.25			
General MM	7,443,791.40			
Reserve MM	15,507,808.59			
General Disb NOW	5,203,577.75			
General Disbursing	0.00			
Public Library Savings	143,029.50			
Expendable Trust	167,973.35			
Capital Fund MM	21,855,294.32			
Benefit Funding Account	\$50,000.00			
TOTAL	52,118,308.16	500,000.00	54,573,253.50	2,954,945.34
<u>CITIZENS BANK</u>				
General fund	4,276,749.99	250,000.00	4,107,535.80	80,785.81
<u>M & T</u>				
Capital MM	1,581,772.19			
General MM	11,422,159.61			
TOTAL	13,003,931.80	250,000.00	13,009,010.67	255,078.87
<u>KEYBANK</u>				
General Fund MM	3,215,918.46			
Public Library NOW	743,058.76			
TOTAL	3,958,977.22	500,000.00	3,467,876.25	8,899.03
TOTAL	\$73,357,967.17	\$1,500,000.00	\$75,157,676.22	\$3,299,709.05

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 09/30/2020

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
160 Non-Instructional Salarie		2,097,000.00	0.00	2,097,000.00	430,202.59	1,096,288.23	570,509.18
200 Furniture & Equipment		50,000.00	0.00	50,000.00	1,806.25	0.00	48,193.75
400 Contractual		342,150.00	0.00	342,150.00	52,937.87	0.00	289,212.13
450 Supplies		369,700.00	0.00	369,700.00	35,239.17	0.00	334,460.83
810 Employee Retirement		230,000.00	0.00	230,000.00	51,304.27	138,269.34	40,426.39
830 Social Security		160,500.00	0.00	160,500.00	32,432.16	83,866.05	44,201.79
840 Workers Compensation		25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
850 Unemployment Insurance		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
860 Health Insurance		864,450.00	0.00	864,450.00	70,177.20	0.00	794,272.80
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00	0.00
Total PUBLIC LIBRARY		4,139,800.00	0.00	4,139,800.00	674,099.51	1,318,423.62	2,147,276.87

LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 09/30/2020

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Selection Criteria

Criteria Name: Last Run
Fund: L
Budget type: Current Year
As Of Date: 09/30/2020
Print Summary Only
Sort by: Fund/Object
Printed by Martina St. Leger

LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 09/30/2020

Fiscal Year: 2021

Fund: L PUBLIC LIBRARY

Revenue Account	Subfund	Description	Original Estimate	Current Estimate	Year-to-Date	Current Cycle	Anticipated Balance	Excess Revenue
1001-000		Real Property Taxes	3,890,400.00	3,890,400.00	0.00	0.00	3,890,400.00	
1081-000		Contrib in Lieu of Taxes	65,000.00	65,000.00	5,268.78	5,268.78	59,731.22	
2082-000		Library Charges	33,000.00	33,000.00	0.00	0.00	33,000.00	
2401-000		Interest Earnings	1,400.00	1,400.00	6.64	0.00	1,393.36	
2680-000		Insurance Recoveries	0.00	0.00	0.00	0.00		
2703-VCK		Outstanding Check P/Y	0.00	0.00	0.00	0.00		
2705-000		Gifts and Donations	18,000.00	18,000.00	275.00	0.00	17,725.00	
2705-DJB		Gifts and Donations-Boyce	0.00	0.00	0.00	0.00		
2760-000		Other Than LLIA Grants	0.00	0.00	0.00	0.00		
2770-000		Other Unclassified	48,000.00	48,000.00	0.00	0.00	48,000.00	
2770-ADJ		Misc. Short and Over	0.00	0.00	0.00	0.00		
3840-000		State Aid for Libraries	1,000.00	1,000.00	0.00	0.00	1,000.00	
3840-A01		System Cash Grant	38,000.00	38,000.00	0.00	0.00	38,000.00	
5999-000		Appropriated Fund Balance	0.00	0.00	0.00	0.00		
Total PUBLIC LIBRARY			4,094,800.00	4,094,800.00	5,550.42	5,268.78	4,089,249.58	0.00

Selection Criteria

Criteria Name: Last Run
 As Of Date: 09/30/2020
 Show Actual revenue in 'As Of' cycle
 Sort by: Fund
 Printed by Martina St. Leger

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

PERSONNEL CHANGES

RESIGNATION

Name	Position	Effective Date
Faegan_Allocco, Carey	Librarian I (PT)	9/28/2020

RETIREMENT

Name	Position	Effective Date
Ford, Jr., Chester	Custodial Worker I	10/16/2020
Perilli, Nancy	Page	10/16/2020
Post, Alison	Library Clerk III, Coordinator	10/16/2020
Sanchez, Margaret	Library Clerk III, Coordinator	10/16/2020
Shott, Cathy	Account Clerk II	10/16/2020

Liverpool Public Library Board Policy

Page 1 of 1

COLLECTION POLICY

Policy Approved: 10.14.2020

Review Date: 2023

Liverpool Public Library provides free, open, and equal access to ideas and information for all members of the community. The library recognizes its responsibility to carefully select and maintain its print, non-print, and digital collections in support of its mission to connect our community, engage people, and inspire discovery, learning, and growth. The collection also serves the general educational interest, recreational, and entertainment needs of the public, and reflects the racial, ethnic, and cultural diversity of the community.

The library makes its resources available to every patron regardless of national origin, age, background, or personal beliefs.

Expanding areas of knowledge, changing social values, technological advances and cultural differences requires flexibility, open-mindedness and responsiveness in the selection, evaluation, and reevaluation of all resources.

Access

Liverpool Public Library has adopted the following American Library Association guidelines for public access to information:

- ALA Bill of Rights
<http://www.ala.org/advocacy/intfreedom/librarybill>
- ALA Code of Ethics
<http://www.ala.org/tools/ethics>
- ALA Freedom to Read Statement
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- ALA Freedom to View Statement
<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Responsibility

Responsibility for the selection of library resources belongs to the Library Director. At the discretion of the Director, qualified staff are assigned selection responsibilities. Patrons and staff are encouraged to recommend titles for consideration however, there is no guarantee these items will be purchased.

Selection

Standard professional journals, as well as popular and local media sources, are used in the selection process. The library's acquisition of any resource does not constitute endorsement.

While a single standard cannot be applied, potential resources are judged by appropriate criteria:

- relevance to community needs, interests, and demand
- balance with the current collection
- suitability to the intended audience of subject, style, format, interest and reading level
- reputation of the author, composer, filmmaker, publisher, or producer
- quality of writing, design, illustration, or production

We recognize that some resources may be considered controversial and that any given item may offend some patrons. Selection will not be made on the basis of anticipated approval or disapproval, but solely on the basis of this policy's guidelines.

Responsibility for monitoring a child's access to resources rests with the parent or legal guardian.

Library resources will not be marked or identified to show approval or disapproval of their contents.

Withdrawal

The collection is reviewed and evaluated regularly in order to meet current community needs.

Withdrawn materials are evaluated for their potential to recoup value for the library, and may be sold by the library, offered at public auction, sent to other agents for resale, or discarded.

At the Director's discretion, discarded materials may be:

- donated outright to other libraries or non-profit or educational organizations, or
- recycled or otherwise disposed of properly.

Request for Reconsideration

The Liverpool Public Library strives to provide access to a wide range of materials & events representing varying points of view, without promoting a single perspective.

In some cases, patrons may take issue with specific library materials/events they find offensive or inappropriate for the collection or event calendar. Should a patron feel that an item or event should be removed, reclassified, or canceled the following steps may be taken, although we encourage the patron to first talk to a librarian about their concerns.

- I. The patron should complete a Request for Reconsideration form. The completed form will go to the Director and librarian responsible for the development and selection of that area of the library's collection or event.
- II. The Director or Designee will send acknowledgement of receipt of the Request for Reconsideration form to the patron within three working days. Staff will evaluate journal and other reviews, selection criteria used to purchase the item, or schedule the event. Information submitted by the patron will be included in the evaluation. A written response will be made by the Library Director within 30 days of receiving the formal objection.
- III. If the Director's response does not satisfactorily resolve the issue, the patron may request, in writing, that the matter be presented to and reviewed by the Library Board. The patron should provide written and/or verbal arguments as to why the material or event in question should be removed, reclassified, or canceled. A decision will be made by the Library Board at a regularly scheduled meeting and, once a decision has been rendered, the patron will receive written notification from the Board.

The material/event in question will remain active during the review process.

CREDIT CARDS

First Reading: 10.14.2020

At the discretion of the library director, the library may apply for institutional credit cards.

The purpose of the credit cards is to provide the library with a cost-effective, convenient and streamlined method of purchasing items and services and paying for travel and conference expenses. Purchases over \$1,000 must have prior approval from the library director.

At the Annual Meeting the Board of Trustees authorizes the financial institutions that may be utilized for institutional credit cards.

The library director will approve procedures assigning responsibility and accountability for institutional credit card use. Library director shall determine employee's eligibility for an institutional credit card. Employee is held responsible for the security of the card, and its use is limited to the employee and no other individual.

All library purchasing procedures apply to credit card purchases.

**Liverpool Public Library
Board Policy**

Page 1 of 1

*STAFF DEVELOPMENT &
CONFERENCE ATTENDANCE*

First Reading: 10.14.2020

The Board of Trustees support and encourage the efforts of employees to further their professional education and training. The Board encourages employees and the Library Director to attend and participate in professional and library-related meetings, workshops, seminars, and webinars. Attendance, fees, and expenses may be granted by the Library Director, taking into consideration the annual budget, work schedule needs, relationship of the subject to job responsibilities, participation in the program, committee responsibilities, frequency of attendance, and equitable distribution among the staff.

**Liverpool Public Library
Board Policy**

Page 1 of 1

USE OF LIBRARY VEHICLES

First Reading: 10.14.2020

The Director shall establish procedures to assure safe and economic use of the vans and bicycle.

The vans and bicycle are to be used solely for library purposes. Personal use is prohibited.

The vans and bicycle serve as delivery vehicles for library materials, certain locally purchased items, and transport to LCSD and other facilities.

**Liverpool Public Library
Board Budget Calendar
2021-2022**

I.	Preliminary Budget Discussion	December 9, 2020	Board Meeting
II.	Director's Budget Proposal	January 13, 2021	Board Meeting
III.	Budget Review	February 10, 2021 March 10, 2021	Board Meeting Board Meeting
IV.	Adopt Budget	April 14, 2021	Board Meeting
V.	Public Hearing • Board Meeting to follow	May 4-11, 2021	Public/Board
*** public hearing window ends before regularly scheduled *** *** BOT Meeting March 12, 2021 ***			
VI.	BUDGET VOTE	May 18, 2021	Public 6:00 am - 9:00 pm

Surplus Equipment List

October 2020

Fixed Inv. ID	Date Acquired	Item Description	Reason for Surplus
23398	Apr 21, 2009	Liebert UPS 2200 AH	Old, no longer needed
23414	Sep 20, 2012	UPS Cyberpower PR2200L 217VA/1600W	Old, no longer needed
23509	Nov 25, 2016	AWE Early Literacy Station	Bad screen, out-of-warranty