



**BOARD OF TRUSTEES MEETING**  
**Wednesday, October 13, 2021 at 6:30 p.m.**  
**Carman Community Room**

**REGULAR MEETING**

- A. CALL TO ORDER
- B. SALUTE TO THE FLAG
- C. ACCEPT SEPTEMBER MEETING MINUTES
- D. AGENDA CHANGES
- E. EXECUTIVE SESSION –
- F. REPORTS TO THE BOARD
  - 1. Staff Report
  - 2. Financial Report
    - a. Approval of Invoices for September 9, 2021, through October 13, 2021
  - 3. President’s Report
  - 4. Director’s Report
  - 5. OCPL Report
- G. ITEMS FOR ACTION AND DISCUSSION
  - 1. Personnel
  - 2. Corporate Sponsorships Policy for First Reading
  - 3. Mission and Vision Statement for First Reading
  - 4. Social Media Policy for First Reading
  - 5. Circulation Policy for First Reading
  - 6. Board Budget Schedule.
  - 7. Employee Handbook
- H. OPEN FORUM
- I. BOARD FORUM
- J. ADJOURNMENT



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**September 8, 2021**  
**Carman Community Room**

**Trustees present: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley**  
**Staff: G. Wisniewski, Director; S. Reckhow, Asst Director; S. Smith, Business Manager;**  
**M. St.Leger, Clerk to the Board**  
**Others: M. Bialczak**

**REGULAR MEETING**

**A. CALL TO ORDER**

President Budmen called the meeting to order at 6:31 p.m.

**B. SALUTE TO THE FLAG**

**C. ACCEPT AUGUST MEETING MINUTES**

**D. CORRESPONDENCE: none**

**E. AGENDA CHANGES:**

**F. REPORTS TO THE BOARD**

1. Staff Report –David Daghita discussed with the board some of his responsibilities as the Systems Librarian. Daghita oversees the technology at LPL which includes the network, network security, computers, and software programs. One of his first projects was to recommend and install a new people counter and the next big project for Daghita is replacing the phone system. He has also been instrumental with the launch of the school library card program
2. Financial Report
  - The Board received the Budget Status Report through August. These reports were previously distributed electronically.
  - Bank Statements through July 2021 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 August 12, 2021, through September 8, 2021.  
Gouger made a motion to authorize payment of the audited invoices. Hluchyj seconded the motion.  
Aye: Budmen, Baker, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.  
Final Resolution: Motion Carried
3. President’s Report: No report

4. Director's Report

- A folder for Director's monthly reports has been added to the BOT Teams
- The student library card memorandum of understanding was vetted by our attorney and has been sent to LCSD for their review.
- The phone system upgrade will be done in the next few weeks.
- There is a 9/11 memorial digital poster display developed by the 9/11 Memorial and Museum located in the teen area which has been made possible in part by the National Endowment for the Humanities: Democracy Demands Wisdom. New books on the subject have been purchased and information has been added to the website.
- LPL has purchased two family passes for Everson Museum for circulation in our library of things. We are exploring other pass options that may be of interest to our patrons.
- Governor Hochul has designated COVID-19 as an Airborne Infectious Disease under NYS Hero Act. Every employer must implement a workplace safety plan. LPL's plan will be kept on file in the staff portal.
- Children's Room update: The millwork pieces should be installed mid-September. We are still waiting on additional metal shelving units.

5. OCPL Report: Executive Director Zabriskie is visiting member libraries and will stop into LPL this week. The Director of the LaFayette Public Library, Scott Kushner, is retiring after 20 years of service.

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

**RESIGNATION**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Anno, Ashlee	Librarian I (PT)	9/7/2021

**RETIREMENT**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Cornell, Cheryl	Library Clerk II (FT)	9/24/2021

Motion by Baker to accept the Personnel List as presented second by Gouger.  
Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.  
Final Resolution: Motion Carried

2. Program Policy for Second Reading and Final Approval

Schapley made a motion and Hewitt seconded to approve the policy for second reading and final approval.

Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.  
Final Resolution: Motion Carried

3. Volunteer Policy for Second Reading and Final Approval

Hluchyj made a motion and Baker seconded to approve the policy for second reading and final approval.

Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.  
Final Resolution: Motion Carried

4. Social Media Policy for Employees discussion

The policy was discussed and will be presented for first reading at the October BOT meeting.

5. MOU with OCPL.

Motion by Baker to approve the memorandum of understanding with Onondaga County Public Library as presented second by Schapley. Discussion followed.

Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

6. Employee Handbook Changes

Motion by Gouger to accept the changes to the LPL Employee Handbook as presented second by McLaughlin.

Aye: Baker, Budmen, Gouger, Hewitt, Hluchyj, McLaughlin, Schapley.

Final Resolution: Motion Carried

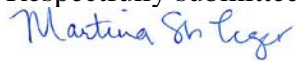
H. OPEN FORUM: no comments

I. BOARD FORUM:

- Baker commented on the Telehealth program and is very pleased the library has the program in place to address the need in the community.

J. ADJOURNMENT: The meeting was adjourned at 7:22 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board

## LIVERPOOL CENTRAL SCHOOL DISTRICT

Budget Status Report As Of: 09/30/2021

Fiscal Year: 2022

Fund: L PUBLIC LIBRARY

Budget Account	Description	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
160 Non-Instructional Salarie		1,936,000.00	403,042.92	130,345.89	1,113,927.15	419,029.93
200 Furniture & Equipment		238,255.62	116,127.28	63,877.23	40,790.35	81,337.99
400 Contractual		371,300.00	48,384.74	8,970.14	0.00	322,915.26
450 Supplies		402,000.00	24,873.61	15,824.70	0.00	377,126.39
810 Employee Retirement		230,000.00	54,207.50	17,249.35	153,170.40	22,622.10
830 Social Security		160,500.00	30,315.83	9,454.55	85,215.45	44,968.72
840 Workers Compensation		25,000.00	0.00	0.00	0.00	25,000.00
850 Unemployment Insurance		5,000.00	0.00	0.00	0.00	5,000.00
860 Health Insurance		925,000.00	148,999.78	74,499.89	0.00	776,000.22
950 Transfer to Capital Fund		0.00	0.00	0.00	0.00	0.00
<b>Total PUBLIC LIBRARY</b>		<b>4,293,055.62</b>	<b>825,951.66</b>	<b>320,221.75</b>	<b>1,393,103.35</b>	<b>2,074,000.61</b>

# LIVERPOOL CENTRAL SCHOOL DISTRICT

Revenue Status Report As Of: 09/30/2021

Fiscal Year: 2022

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	0.00	0.00	65,000.00	
2082-000		Library Charges	15,000.00	15,000.00	1,466.32	0.00	13,533.68	
2401-000		Interest Earnings	1,000.00	1,000.00	21.13	0.00	978.87	
2705-000		Gifts and Donations	18,000.00	18,000.00	14,088.24	0.00	3,911.76	
2760-000		Other Than LLIA Grants	0.00	0.00	2,500.00	0.00		2,500.00
2770-000		Other Unclassified	48,000.00	48,000.00	3,103.53	0.00	44,896.47	
2770-ADJ		Misc. Short and Over	0.00	0.00	5.94	0.00		5.94
3840-000		State Aid for Libraries	1,000.00	1,000.00	0.00	0.00	1,000.00	
3840-A01		System Cash Grant	30,000.00	30,000.00	0.00	0.00	30,000.00	
<b>Total PUBLIC LIBRARY</b>			<b>4,068,400.00</b>	<b>4,068,400.00</b>	<b>21,185.16</b>	<b>0.00</b>	<b>4,049,720.78</b>	<b>2,505.94</b>

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

These are estimates to balance the budget

**LIVERPOOL CENTRAL SCHOOL DISTRICT  
TREASURER'S REPORT  
June 30, 2021**

Part A: Bank Reconciliation

ACCOUNT	BANK BALANCE	DEPOSIT IN TRANSIT	OUTSTANDING CHECKS	LEDGER BALANCE
<b><u>JP MORGAN CHASE</u></b>				
School Lunch XXX XXX 0904	\$1,261,571.37	\$0.00	\$0.00	\$1,261,571.37
General MM XXX-XX6788	\$10,926,013.10	\$0.00	\$0.00	\$10,926,013.10
Reserve MM XXX-XX3311	\$0.00	\$0.00	\$0.00	\$0.00
General Disb. NOW XXX-XX5257	\$2,370,907.45	\$0.00	\$35,281.19	\$2,335,626.26
Gen. Disbursing XXX-XX1486	\$0.00	\$0.00	\$534,766.40	-\$534,766.40 (1)
<b>Public Library savings</b> XXX-XX8316	<b>\$1,035,566.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,035,566.56</b>
Expendable Trust XXX-XXX7906	\$141,008.59	\$0.00	\$0.00	\$141,008.59
Capital Fund MM XXX-XX8251	\$7,294,237.05	\$0.00	\$0.00	\$7,294,237.05
Benefit Funding Account XXX-XX5230	\$81,907.08	\$0.00	\$31,907.08	\$50,000.00
<b><u>NYCLASS</u></b>				
General Fund XXX-XX1131	20,004,969.54	8,000,000.00	0.00	\$28,004,969.54
<b><u>CITIZENS BANK</u></b>				
General Fund XXXXXX-162-4	\$4,279,715.34	\$0.00	\$0.00	\$4,279,715.34
<b><u>M &amp; T</u></b>				
Capital Fund MM XXXXXXXXXX6329	\$1,931,818.12	\$0.00	\$0.00	\$1,931,818.12
General Fund MM XXXXXXXXXX5708	\$2,835,434.96	\$0.00	\$0.00	\$2,835,434.96
<b><u>KEYBANK</u></b>				
General fund XXX-XX611-2	\$0.00	\$0.00	\$0.00	\$0.00
<b>Public Library NOW</b> XXX-XX0061	<b>\$530,378.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$530,378.82</b>
<b>TOTALS</b>	<b>\$52,693,527.98</b>	<b>\$8,000,000.00</b>	<b>\$601,954.67</b>	<b>\$60,091,573.31</b>

- (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	\$66,040,888.66	\$10,716,446.68	\$30,966,609.14	\$45,790,726.20
School Lunch	\$1,371,909.57	\$4,030.45	\$114,368.65	\$1,261,571.37
Special Aid	\$0.00	\$400,673.00	\$400,673.00	\$0.00
Capital, Cap Int & Debt Serv.	\$11,706,558.46	\$44,202,923.33	\$43,901,385.03	\$12,008,096.76
Public Library	\$1,908,569.93	\$12,497.38	\$355,121.93	\$1,565,945.38

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 \$651,900 are held by Excellus as a required cash advance for health self-insurance.

Part C: Collateral Statement

ACCOUNT	BANK BALANCE	FDIC	COLLATERAL	OVER (SHORT)
<b>JP MORGAN CHASE</b>				
School Lunch	1,261,571.37			
General MM	10,926,013.10			
Reserve MM	0.00			
General Disb NOW	2,370,907.45			
General Disbursing	0.00			
Public Library Savings	1,035,566.56			
Expendable Trust	141,008.59			
Capital Fund MM	7,294,237.05			
Benefit Funding Account	\$81,907.08			
TOTAL	23,111,211.20	500,000.00	25,041,597.85	2,430,386.65
<b>CITIZENS BANK</b>				
General fund	4,279,715.34	4,279,715.34	0.00	0.00
<b>* NYCLASS</b>				
General fund	28,004,969.54	250,000.00	27,754,969.54	0.00
* Deposits are covered by a pledge pool in proportion to the amount on deposit to NYCLASS's total deposits secured by the pool.				
<b>M &amp; T</b>				
Capital MM	1,931,818.12			
General MM	2,835,434.96			
TOTAL	4,767,253.08	250,000.00	4,607,598.33	90,345.25
<b>KEYBANK</b>				
General Fund MM	0.00			
Public Library NOW	530,378.82			
TOTAL	530,378.82	250,000.00	282,522.77	2,143.95
<b>TOTAL</b>	<b>\$60,693,527.98</b>	<b>\$5,529,715.34</b>	<b>\$57,686,688.49</b>	<b>\$2,522,875.85</b>



## PERSONNEL CHANGES

### RESIGNATION

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Stivenson, Barbara	Guard (PTAN)	9/24/2021
Bertrand, Caren	Librarian I (PTAN)	10/8/2021
Gazek, Sarah	Guard (PTAN)	10/12/2021

### APPOINTMENTS

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective Date</b>
Riccardo, Amanda	Librarian I (PT)	\$21.98 p/h	9/21/2021
Perez, Daniel	Librarian I (FT)	\$23.10 p/h	11/8/2021

Publicly funded libraries can and do explore other sources of funding, such as grants, gifts, donations, partnerships, sponsorships and affiliate agreements with commercial enterprises or nonprofit entities. In utilizing these additional sources of support, the Liverpool Public Library will:

1. demonstrate that the library's mission and goals will be furthered by any agreements entered into;
2. safeguard equity of access to library services so that any agreements entered into will not allow discrimination against members of our community;
3. protect the principle of intellectual freedom and will not permit commercial enterprises or other partners to influence the selection of library materials or implementation of library programs and services;
4. protect the reputation of the library as a neutral organization by not entering into agreements that would require the endorsement of products or services;
5. ensure the confidentiality of our library's users by not entering into agreements that would require the library to supply any personally-identifiable information about our library's users;
6. only enter into agreements that will enhance the library's image in the community
7. only enter into agreements that do not conflict with applicable law, or with policies set by the Liverpool Public Library's Board of Trustees, including those relating to privacy, donations, the library's Web site, the library's meeting rooms and bulletin boards, or library programming;
8. only enter into agreements that have been reviewed by the director, the assistant director, the business manager and if necessary legal counsel and the board of trustees.
9. will ensure each sponsor receives acknowledgement and to the degree the donor is willing, public recognition. In all cases, the type and scope of the donor recognition required by the donor will be weighed against the benefit of the library.
10. reserve the right to terminate an existing partnership should any of the following occur:
  - a) the partner uses the Liverpool Public Library's name outside the parameters of the partnership association, as embodied in the agreement, and without prior consent;
  - b) the partner develops a public image, determined by the board, inappropriate to the Liverpool Public Library's services and/or objectives.

The director will set procedures for discovering, evaluating and utilizing additional sources of support.

*MISSION and VISION STATEMENT*

First Reading: 10.13.2021

**MISSION**

Liverpool Public Library's mission is to connect our community, engage people and inspire discovery, learning and growth.

**VISION**

Individuals and groups in the Liverpool Central School District will have their information needs met so that they can fully participate in the life of the community.

Community members will utilize library services and resources for enlightenment and entertainment. They will find free, diverse, accessible and up-to-date materials and resources, including electronic technologies.

Individuals and groups will be welcomed in a pleasant and safe environment for instructional, informational, and entertaining experiences.

Community members will be a link in library service, serving as volunteers for the library. Community needs will be recognized, and services adopted to meet them by ongoing evaluation.

The Board of Trustees, the staff, and the community members will work together to acquire the resources to fulfill the goals and objectives of the Library.

**Liverpool Public Library  
Board Policy**

Page 1 of 2

**Social Media Policy**

First Reading: 10.13.2021

Liverpool Public Library uses social media as an enrichment tool for enhanced communication, sharing/collaboration and information exchange between patrons, the public, and staff. This policy governs the use of social media, which includes any online communications and may include information regarding Library programs, services, collections, news, and projects, as well as useful and entertaining information. Social media is defined as any forum that allows users to share information, and includes, but is not limited to, blogging, social networking sites, wikis, posts, and community reviews. Examples include, but are not limited to: LinkedIn, Snapchat, Facebook, YouTube, Instagram, Tik Tok, and Twitter.

By posting or commenting on LPL's social media accounts, users agree to the social media policy, and have no expectation of privacy. Users who enter private or personal information on LPL's social media sites do so at their own risk, and LPL is not responsible for and damages resulting from the public display of, or failure to remove, private or personal information. All content is subject to LPL's Patron Code of Conduct Policy. LPL reserves the right to remove any comments that are inappropriate, off topic, or a violation this policy. <https://lpl.org/assets/Uploads/policies/Patron-Code-of-Conduct-Policy2.pdf>

LPL has designated staff who are responsible for monitoring and responding to public comments, posts, and questions. Employees are to remain neutral in Library related posts and response to questions. There shall be a minimum of two administrators for each Library social media account. Employees may participate on social media sites while on work time if they have an authorized business need and it is approved by the Library Director in advance. Employees are prohibited from creating new social media accounts, on behalf of the library, without prior approval.

Liverpool Public Library will participate in the Materials Recovery Agency program administered by Onondaga County Public Library.

All overdue library accounts in the amount of \$100 or more will be referred to a collection agency. A service charge of \$10 is applied to each account submitted for collection.

Fees charged for materials checked out, but never returned, are not waived and remain in effect. Also, this does not include waiver of other library fees, such as charges for lost or damaged books.

### **Limits**

The total number of Liverpool Public Library items that can be on a library card at one time is fifty (50).

Other limits may be imposed as needed, such as for holiday books, or other popular items.

### **Confidentiality**

Information on the status of any adult card is available upon request to the cardholder only. New York State confidentiality law prevents us from disclosing information concerning a child's library card without the child's permission.

*CIRCULATION POLICIES*

First Reading: 10.13.2021

Circulation policies must balance the needs of the individual with the overall needs of the community of library users. Our goal is to offer friendly, accommodating service of the highest quality and staff is encouraged to be creative and resourceful in making decisions that will result in a positive outcome for library users.

**Responsibilities**

Borrowers are responsible for all materials borrowed on their cards. Parents and guardians of minors are responsible for materials borrowed on their children's cards. Change of address or lost/stolen cards must be reported immediately to the library. Materials borrowed on an unreported lost/stolen card are the responsibility of the cardholder.

**Loan Periods**

Loan periods vary depending upon the type of material checked out. Onondaga County Public Library sends overdue notices at 7, 14, and 21 days past due and a billing notice after 30 days.

**Renewals**

Most items can be renewed twice if there are no other requests. Some special materials or collections may offer limited renewals, or no renewals at all.

**Fines/Charges**

Liverpool Public Library does not charge late fees for any overdue circulating materials except for items in the Library of Things collection.

Items are due on their due date.

Special materials, including the Library of Things, have a daily late fee of \$5.00 and a maximum late fee of twenty-five dollars (\$25.00). These items have one 'grace' day for which no fine is assessed.

Borrowers will be charged for long overdue, lost, or damaged items. A borrower can pay for fees with cash, check, or credit card.

Cards of adult borrowers who owe more than \$50, or who have long- overdue materials are not valid until charges are paid or materials returned.

Cards of child borrowers who owe more than \$50, or who have long- overdue materials are not valid until charges are paid or materials returned.

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**Liverpool Public Library  
Board Budget Calendar  
2022-2023**

I.	Preliminary Budget Discussion	December 8, 2021	Board Meeting
II.	Director's Budget Proposal	January 12, 2022	Board Meeting
III.	Budget Review	February 9, 2022 March 9, 2022	Board Meeting Board Meeting
IV.	Adopt Budget	April 13, 2022	Board Meeting
V.	Public Hearing • Board Meeting to follow	May 3-10, 2022	Public/Board
<b>*** public hearing window ends before regularly scheduled ***</b> <b>*** BOT Meeting May 11, 2022 ***</b>			
VI.	BUDGET VOTE	May 17, 2022	Public 6:00 am - 9:00 pm