



**MINUTES
BOARD OF TRUSTEES MEETING**

October 12, 2022

Carman Community Room

Trustees present: Budmen, Hewitt, Hluchyj, McLaughlin, Schapley, Baker arrived at 7pm.

Trustees absent: Gouger, Schapley left at 6:40pm.

**Staff: S. Reckhow, Interim Director; S. Smith, Business Manager; M. St.Leger, Clerk to the Board,
K. Jensen, Communications Specialist**

REGULAR MEETING

- A. CALL TO ORDER: Vice President Hluchyj called the meeting to order at 6:32 p.m.
- B. SALUTE TO THE FLAG
- C. ACCEPT SEPTEMBER MEETING MINUTES
- D. CORRESPONDENCE:
- E. AGENDA CHANGES: Vice President Hluchyj asked to have the Board Forum follow the staff report.
- F. REPORTS TO THE BOARD
 1. Staff Report – Sarah Ross, Librarian I
 - The Board met Sarah Ross, Librarian I in the Children and Family Services Department who joined the staff in July 2022.
 2. Board Forum:
 - Trustee Mary Schapley resigned from the LPL Board of Trustees effective immediately. Budmen thanked Schapley for her service to the library and recognized her for the unique perspective and experiences she brought to the board. Schapley said she enjoyed her time as a trustee.
 - Budmen, Hewitt, and McLaughlin will be participating in the Haunted Garage on Saturday, October 22 and invited any other interested trustees to join them.
 - Hewitt attended a webinar “Empowered Against Book Bans” offered by The Library Advocacy and Funding Conference and found it to be informative and relevant to current trends in organized book bans. Information will be shared with the rest of the board when it becomes available.
 3. Financial Report
 - The Board received the Budget Status Reports through September 2022. These reports were previously distributed electronically.
 - Bank Statements through May 2022 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.
 - Inero CPAs began the annual internal audit on October 3rd and is ongoing.
 - The Independent Claims Auditor reviewed each invoice for the period of September 15, 2022, through October 12, 2022.
 - Budmen made a motion to authorize payment of the audited invoices, second by Hewitt.
 - Aye: Budmen, Hewitt, Hluchyj, McLaughlin.
 - Final Resolution: Motion Carried
 4. Vice President’s Report: No report

5. Interim Director's Report

- Reckhow gave the board an update on the phone service issues which have been a disruption since October 5th. LPL was notified in mid-August by the service provider of necessary changes in phone service. We solicited quotes and Verizon was chosen to provide service. Communication issues outside the control of LPL resulted in loss of phone service on October 5th. Verizon provided a temporary phone number as a bridge to full service. We anticipate full service will be restored soon and our existing phone number will return. Reckhow recognized the hard work of Daniel Perez and John Hibbert on maintaining phone service to the library.
- Update on the 'Pool Pass cards: the 'Pool Pass library card is working for students who received their card last school year. LPL has worked out a temporary solution for students with duplicate pins until LCSD implements their unique identifiers in the coming year.
- Hearing loop installations begin on October 19th in the Sargent Meeting Room and at both the Adult and Children's Information Desks. The hearing loop will be installed in the Carman Community Room on November 5th and 6th.
- Reckhow and the board has a brief discussion regarding the planned Micron plant in the Town of Clay and what the impact may be for LPL.

6. OCPL Report: No report

7. Trustee Advisory Council: No update

G. ITEMS FOR ACTION AND DISCUSSION

1. Personnel Changes

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective Date</u>
Reisinger, Jacob	Library Clerk I (pt)	13.20 p/h	9/26/2022

Motion by McLaughlin to accept the Personnel Changes as presented second by Baker.

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

Final Resolution: Motion Carried

2. Surplus List

ID #	Date Acquired	Item Description	Reason for Surplus
23190	Jun 23, 2005	Telex SM-2 SoundMate Personal listening system	Replaced with hearing assistive loop system
23275	Jun 19, 2008	Dell latitude D630 Notebook	Old, will not support current operating systems
23290	Dec 30, 2008	Cisco ASA 5505 Appliance (firewall)	Replaced under Warranty
23303	Dec 19, 2008	MacBook Silver	Old, cannot support modern operating systems
23304	Dec 19, 2008	MacBook Silver	Old, cannot support modern operating systems
23305	Dec 19, 2008	MacBook Silver	Old, cannot support modern operating systems
23320	Jun 15, 2009	Dell Optiplex 760 mini tower	Old, will not support current operating systems
23329	Jun 27, 2010	Computer, Dell Latitude E-5500 Laptop	Old, cannot support modern operating systems
23335	Jun 14, 2010	Apple MacBook, 2.4 GHz Intel	Old, cannot support modern operating systems
23339	Jun 14, 2010	Apple MacBook, 2.4 GHz Intel	Old, cannot support modern operating systems
23345	Jun 28, 2010	Computer, Dell Optiplex 780 USFF	Old, cannot support modern operating systems
23346	Mar 15, 2011	Computer, Dell Optiplex 780 USFF	Old, can't support op sys; Hardware failure
23347	Mar 15, 2011	Computer, Dell Optiplex 780 USFF	Old, can't support op sys; Hardware failure
23349	Mar 15, 2011	Dell Optiplex 780 USFF computer	Power issues
23350	Mar 15, 2011	Computer, Dell Optiplex 780 USFF	Old, can't support op sys; Hardware failure
23351	Mar 15, 2011	Computer, Dell Optiplex 780 USFF	Old, can't support op sys; Hardware failure
23352	Mar 15, 2011	Computer, Dell Optiplex 780 USFF	Old, cannot support modern operating systems
23353	Mar 15, 2011	Computer, Dell Optiplex 780 USFF	Old, can't support op sys; Hardware failure
23354	Mar 15, 2011	Computer, Dell Optiplex 780 USFF	Old, cannot support modern operating systems

23355	Mar 15, 2011	Computer, Dell Optiplex 780 USFF	Old, cannot support modern operating systems
23356	Mar 15, 2011	Computer, Dell Optiplex 780 USFF	Old, cannot support modern operating systems
23367	May 25, 2011	Laptop, Dell Latitude E5520	Old, cannot support modern operating systems
23372	Mar 01, 2012	iMac 27"	Old, will not support current operating systems
23377	Apr 19, 2012	Dell Optiplex 990 Mini Tower Core i7 3.4GHz	Old, cannot support modern operating systems
23378	Apr 19, 2012	Dell Optiplex 990 Mini Tower Core i7 3.4GHz	Old, cannot support modern operating systems
23379	Apr 19, 2012	Dell Optiplex 990 Mini Tower Core i7 3.4GHz	Old, cannot support modern operating systems
23380	Apr 19, 2012	Dell Optiplex 990 Mini Tower Core i7 3.4GHz	Old, cannot support modern operating systems
23381	Apr 19, 2012	Dell Optiplex 990 Mini Tower Core i7 3.4GHz	Old, cannot support modern operating systems
23382	Apr 19, 2012	Dell Optiplex 990 Mini Tower Core i7 3.4GHz	Old, cannot support modern operating systems
23383	Apr 20, 2012	Laptop, Dell Latitude E6420	Old, cannot support modern operating systems
23387	Apr 19, 2012	Dell Optiplex 990 Mini Tower Core i7 3.4GHz	Old, cannot support modern operating systems
23389	Apr 19, 2012	Dell Optiplex 990 Mini Tower Core i7 3.4GHz	Old, cannot support modern operating systems
23390	Apr 19, 2012	Dell Optiplex 990 Mini Tower Core i7 3.4GHz	Old, cannot support modern operating systems
23391	Apr 19, 2012	Dell Optiplex 990 Mini Tower Core i7 3.4GHz	Old, cannot support modern operating systems
23392	Apr 19, 2012	Dell Optiplex 990 Mini Tower Core i7 3.4GHz	Old, cannot support modern operating systems
23393	Apr 29, 2012	Dell Optiplex 990 Mini Tower Core i7 3.4GHz	Old, cannot support modern operating systems
23397	Dec 14, 2012	Mac Mini 2.3 GHz Quad Core i7	Old, cannot support modern operating systems
23415	Jun 09, 2012	Mac Mini Server, 2.0GHz Quad Core i7	Old, cannot support modern operating systems
23416	Jun 09, 2012	Mac Mini Server	Old, will not support current operating systems
23425	Jun 13, 2014	Dell Optiplex 9020 AIO Computer	Hardware failure
23460	Apr 30, 2015	iMac 27", 4.0GHz i7 processor, 32 GB RAM	Broken hardware
23509	Nov 25, 2016	AWE Early Literacy Station	Hardware problems, out of warranty

Motion by Budmen to accept the Surplus List as presented second by McLaughlin.

A brief discussion followed.

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

Final Resolution: Motion Carried

3. Inventory Policy for Second Reading and Final Approval

Motion to approve the policy for second reading and final approval by Baker second by Hewitt.

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

Final Resolution: Motion Carried

4. Smoking Policy for Second Reading and Final Approval

Motion to approve the policy for second reading and final approval by Budmen second by Baker. There was a brief discussion on the policy.

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

Final Resolution: Motion Carried

5. Board Budget Schedule

Motion to approve the Board Budget Schedule for the 2023-2024 fiscal year by Baker, second by McLaughlin.

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

Final Resolution: Motion Carried

6. Management Agreement effective July 1, 2022, through June 30, 2023

Action held until after Executive Session.

7. Open Meetings Law

The board discussed the options and requirements to allow for videoconferencing in extraordinary circumstances and decided not to take action at this time.

H. OPEN FORUM: none

I. EXECUTIVE SESSION –

Hluchyj stated the need for an executive session to discuss a personnel matter related to particular employees with action to follow. Budmen made a motion and McLaughlin seconded to move into executive session at 7:27 p.m. for the previously stated matter.

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

Final Resolution: Motion Carried

Budmen made a motion to return from executive session at 7:47 p.m., seconded by McLaughlin.

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

Final Resolution: Motion Carried

Motion by Hluchyj to accept the management agreement with exception to item #1 of the agreement. There shall be no salary increase for the Director or the Assistant Director. The Administrative Assistant and the Aide to the Director shall receive a 3% salary increase effective July 1, 2022. Motion was seconded by Budmen.

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

Final Resolution: Motion carried.

J. ADJOURNMENT: The meeting was adjourned at 7:50 p.m.

Vice President Hluchyj put a hold on any salary adjustments for Management Employees on October 14, 2022. The matter will be addressed at the November Board of Trustees meeting.

Respectfully submitted,



Martina St.Leger, Clerk to the Board