



**MINUTES**  
**BOARD OF TRUSTEES MEETING**  
**September 7, 2016**  
**Carman Community Room**

**Trustees present: Dodge, Spadafore, Spado, Budmen, and Hluchyj.**  
**Excused: Bowers and MacLaughlin**  
**Staff: G. Wisniewski, Director; M. St.Leger, Clerk to the Board**  
**Others: Staff and community members**

**REGULAR MEETING**

**A. CALL TO ORDER**

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

**B. CORRESPONDENCE:**

- Thank you letter from International Center of Syracuse for hosting visitors from Belarus
- Librarian Ginny Withers received a thank you card from a patron for helping with their job search.
- Thank you card from a patron who was inspired by the Director's Challenge to reacquaint herself with her love of reading.

**C. AGENDA CHANGES:** President Dodge stated the need for two agenda changes. An Executive Session will be added as Item I to address a financial matter. The appointment of Financial Officer to the Board of Trustees had been tabled at the July Meeting. John Hluchyj accepted the position of Financial Office with the understanding that he is not acting in an official fiduciary capacity, but will report on financial information provided to him and vetted by the Liverpool Central School District.

Spadafore made a motion and Spado seconded to appoint John Hluchyj as the Financial Officer. All were in favor

**D. CONSENT AGENDA**

1. Approval of August 3, 2016 Regular Meeting Minutes
2. Approval of Monthly Bills for August

Spadafore made a motion and Budmen seconded to approve the Consent Agenda. All were in favor.

**E. REPORTS TO THE BOARD**

**1. Staff Report – Deanna McGregor, Librarian Assistant**

McGregor began working at LPL began 18 years ago as a clerk, and since then has had a number of different positions. Including substitute Librarian Assistant and is now a part-time Librarian Assistant. McGregor is currently pursuing a Master's degree in Library Science through SUNY at Buffalo. McGregor enjoys meeting members of the community, and is looking forward to reinvigorating our volunteer program and coordinating volunteers. McGregor will also assist with Teen programming.

**2. Treasurer's Report**

- Hluchyj reported on revenue and expenses through the end of August.

**3. President's Report**

- No report

**4. Director's Report**

- The Lobby Book sale brought in \$2,439.20 in August, while the wishing well had \$32.48. The gift shop total was \$165.75 and the donations were \$69.26 which includes \$20 from movie donations.
- Summer reading program had a total of 653 participants (472 children, 81 teens, 110 adults) which is a decrease from last year. Children and teen participation were each down 31% while the adult participation increased nearly 3%. Fines totaling \$329.14 were waived this year for program participants. There was discussion among the staff regarding the decline; kids are busy with many other activities and working parents were two possible causes. We are looking at ways to refresh summer reading including ways to make it easier for parents to have their kids participate. Future changes to outreach are part of the plan to refresh since we will have the new van and the book bike. There will be more school visits before the end of the school year, and visits to nursery schools and after school programs. Other possible changes include online reporting and a switch to minutes spent reading rather than the number of pages or books read. Compared to other libraries we are doing well. Budmen wondered if the percentage of participants might be in line with the previous year's percentage as enrollment has dropped. She also noted that the library ends up competing with other reading programs such as Barnes & Noble, Assemblyman Stirpe and the school district. Perhaps we should partner with other reading programs.
- We received notice from Thyssen Krupp that the public elevator is entering an obsolete phase. Liverpool Central School District has been made aware and we are awaiting instruction.
- The annual Book sale is coming up at the end of September, and we welcome all volunteers. A volunteer form has been provided. Book donations are not accepted during the month of September and will resume on October 1<sup>st</sup>.
- The latest program guide for September through December is complete and a copy provided to each trustee.
- Discussion regarding monthly statistics which shows a drop in computer users, however there is an increase in the number of patrons accessing the public network with their own device. Notary Public requests have increased substantially.

#### 5. OCPL Report:

- The renovation of Central has been completed and everyone is encouraged to check it out. The maker space, which can be seen from S. Salina St., is in constant use. Audio facilities are booked 10 days in advance. The new Children's room is open and has been well received. There are many items for the children including costumes, foam block and a sandbox. The grand opening was a good event with many people outside waiting for the library to open.
- Budget will be presented to the county legislature on Sept 20. They are expecting a tight budget year. It is not known at this time if any OCPL employees are eligible and interested in the buyout offered by the county.

### F. ITEMS FOR ACTION AND DISCUSSION

#### 1. Patron Code of Conduct Policy for Second Reading

Spado made a motion and Spadafore seconded to approve the policy for second reading and final adoption. All were in favor. Motion carries.

#### 2. Security Camera Policy for Second Reading –

Spado made a motion and Budmen seconded to approve the policy for second reading and final adoption. All were in favor. Motion carries.

#### 3. Repeal of Tax Cap Override

Whereas, the Liverpool Public Library Board of Trustees made a resolution to Override the Property Tax Cap on February 3, 2016 for the 2016-2017 budget.

The Liverpool Public Library Board of Trustees hereby repeals the resolution dated February 3, 2016.

Spadafore made a motion and Budmen seconded to repeal the tax cap override. All were in favor

#### 4. Strategic Plan:

Budmen made a motion and Hluchyj seconded to accept the strategic plan as presented. Dodge stated he is very pleased with the plan and the B.A. David Company was very helpful. Spadafore stated he would like to

see regular updates on the strategic plan. This will not be put on a shelf and forgotten. MacLaughlin emailed his support and extended his congratulations to Wisniewski, the staff, David Bendekovic and Spiers-Miller for the completed plan. MacLaughlin recognized the amount of work that went into creating the plan and stated his belief that the plan will serve the library and its patrons for years to come. All were in favor. Motion carried.

5. Surplus List of Obsolete Equipment

Spadafore made a motion and Spado seconded to accept the surplus list as submitted. All were in favor

G. OPEN FORUM: LPL Public Information Assistant Bialczak offered some insight into the changing website statistics. Website traffic could be moving to other social media platforms such as Twitter, Facebook and Pinterest which are not reflected in the reported statistics. Spadafore asked about developing an LPL App. Wisniewski stated one goal of the new website is to have a better display on mobile devices. Discussion continued regarding Facebook and Twitter analytics and the many options available.

H. BOARD FORUM: Joe Spado announced his retirement effective immediately. Spado has served on the LPL Board for 15 years and previously served on the LCSD Board. He stated he loved serving on the library board. Spado complimented Wisniewski on the great job she is doing at the library and told her to keep it up. He thanked everyone and agreed to attend the October board meeting for a celebration. President Dodge spoke very highly of Spado and his service to the board and the community. Dodge extended his gratitude to Spado for his many years of service.

I. EXECUTIVE SESSION

Spado made a motion, Hluchyj seconded to enter into executive session with no action to follow.

Morgan and St.Leger were asked to attend.

Spado made a motion and Budmen seconded to leave the executive session at 7:44pm.

J. ADJOURNMENT

Spado made a motion and Spadafore seconded to adjourn. Dodge adjourned the meeting at 7:45 p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board