



**MINUTES**  
**BOARD OF TRUSTEES MEETING**

**September 11, 2019**

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

**Trustees present: Baker, MacLaughlin, Budmen, Hewitt, Hluchyj, and Shapley**

**Trustees absent: none**

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

**Others: Staff**

**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:**

- Note of thanks from a patron (and a donation) for help provided by Library Clerk Terri Carter

**D. AGENDA CHANGES: none**

**E. REPORTS TO THE BOARD**

**1. Financial Report**

- The Board received the Budget Status Report through August. These reports were previously distributed electronically.
- Bank Statements through May 31, 2019 and June 30, 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.
- The Annual Update Document (AUD) was filed with the Office of the NYS Comptroller on September 6, 2019.
- The ransomware event this summer will have an impact on our library charges.
- Disbursement of the 2019 Richberg funds (\$13,300) has been received.
- Public funds may not be used to purchase items to benefit an employee(s).
- Recommended the board establish the correct claims auditing procedure which is one trustee reviews the bills, and then makes the recommendation for the full board to authorize payment.

Budmen made a Resolution which was seconded to follow the recommended guidelines of audit control funds. One trustee will review the bills prior to each meeting and recommend the board authorize payment. Invoices will be available at the meeting for review.

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

Final Resolution: Motion carried.

- Shapley reviewed each invoice and corresponding account code prior to the meeting and recommended the board authorize payment of invoices dated August 15, 2019 through September 11, 2019. Second by Budmen.

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

Final Resolution: Motion Carried

2. President's Report: Baker stated the renovations are coming along beautifully and she is impressed by the creativity of offsite programs. She has been hearing good feedback from the community. MacLaughlin echoed the sentiment. The renovation has enabled the library to get out in the community which was one goal of the strategic plan. According to Baker, the goal has been accomplished beautifully.

3. Director's Report

- August Cash Revenues: Lobby Book Sale = \$231.25      Gift shop total = \$50.80  
Passport photos = \$0      Fines: \$718.73      Gifts/Donations = \$0  
Movie Attendance = \$1      Wishing well = \$22.33
- Wisniewski provided an update on the first-floor renovations things. Construction in the children's room will start 10/14. The mini library will continue to operate in the Carmen Community Room and some of the Children's materials will move into the lobby for a short time. The target soft opening date to open the main room is 10/25, At which time the mini children's library will open in the flex space where it will remain until the renovated children's room is ready in December. The first Jazz Series concert is scheduled for the CCR on Sunday, 10/27.
- There is a need to close the library for final preparations of the main space, moving the collection out of the CCR and staff training in the new space.  
Motion by Budmen authorize the Director to close the library October 21-24 to prepare the library for reopening and staff training, second by MacLaughlin.  
There was a brief discussion  
Aye: Baker, MacLaughlin, Budmen, Hewitt, Hluchyj, Shapley.  
Final Resolution: Motion Carried

4. OCPL Report:

- OCPL provided an update on the ransomware attack at the annual retreat on 9/10. The county IT department is being extremely cautious, and systems are coming up slowly.

F. ITEMS FOR ACTION AND DISCUSSION

1. Approve Meeting Minutes

Motion to approve the August 14, 2019 Meeting Minutes by Budmen, second by MacLaughlin.  
Aye: Baker, MacLaughlin, Budmen, Hewitt, Hluchyj, Shapley.  
Final Resolution: Motion Carried

2. Personnel Changes

**RESIGNATION**

<b>Name</b>	<b>Position</b>	<b>Effective Date</b>
Hewitt, Brittany	Library Clerk I (PTAN)	9/5/2019

Motion to accept the personnel changes as presented by Shapley, second by Hewitt.  
Aye: Baker, MacLaughlin, Budmen, Hewitt, Hluchyj, Shapley.  
Final Resolution: Motion Carried

3. Surplus List

Motion to accept the surplus list as presented by Hewitt, second by MacLaughlin  
Aye: Baker, MacLaughlin, Budmen, Hewitt, Hluchyj, Shapley.  
Final Resolution: Motion Carried

4. NYS Library Construction Grant

Schapley made a motion and Hewitt seconded to authorize the Director to submit a proposal for a NYS Library Construction grant for the purpose of the Children's Room Renovations. Board approves the expenditure of at least \$124,608.50 (50%) towards the project, not to exceed \$249,217 (total cost).  
Aye: Baker, MacLaughlin, Budmen, Hewitt, Hluchyj, Shapley.  
Final Resolution: Motion Carried

5. Code of Ethics and Conflict of Interest Policy for Second Reading and Final Approval.

Motion to accept the policy for first reading by Schapley, second by Hewitt  
Discussion followed.

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

Final Resolution: Motion Carried

6. Emergencies in the Library Policy for Second Reading and Final Approval.

Motion to accept the policy for first reading by Hewitt, second by Hluchyj.

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

Final Resolution: Motion Carried

7. Borrower Cards Policy for Second Reading and Final Approval.

Motion to accept the policy for first reading by Shapley, second by Hluchyj.

Discussion followed

MacLaughlin made a motion to table the policy. Second by Budmen.

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

Final Resolution: Motion Carried

G. OPEN FORUM: Morgan gave a brief update on pending tax certioraris.

H. BOARD FORUM: Budmen said it was a pleasure working with the LPL librarians, and is excited for future projects with the staff.

I. EXECUTIVE SESSION –

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

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

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

Final Resolution: Motion Carried

Wisniewski and Cheryl Ward were asked to attend.

The board moved into executive session at 7:17 p.m. with no action to follow.

Hewitt made a motion to return from executive session at 7:31 p.m, seconded by Baker.

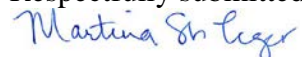
Aye: Baker, MacLaughlin, Budmen, Hewitt, Hluchyj, Shapley.

Final Resolution: Motion Carried

J. ADJOURNMENT

Shapley made a motion to adjourn and Hewitt seconded. All were in favor. The meeting was adjourned at 7:32p.m.

Respectfully submitted,



Martina St.Leger, Clerk to the Board