



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

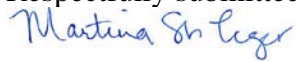
H. OPEN FORUM: no comments

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