

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting - January 10, 2018

PRESENT: Barbara Aitken, President; Edward McManus, Mary Lou Carpinella, Linda Clarkson, Susan Downey, Craig Maguire, Margaret Van Patten, Library Director; Krista Wells, Secretary

ABSENT: Robert Manning; Vice-President

ALSO PRESENT: Abraham Morelli

The Board meeting was called to order by President Aitken at 7:35 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members of library matters.
- II. Disposition of Minutes of December 20, 2017 meeting. The minutes were distributed and discussed. McManus questioned the budgetary account codes in the motion to amend the 2017-2018 Baldwinsville Public Library Budget. Van Patten will verify the account codes are correct and report back to the board. Motion by Carpinella, seconded by McManus, to postpone approval of the December 20, 2017 minutes pending clarification of budgetary and account codes.
- III. Treasurer's Report - Public Fund. The Public Fund Budget Status Report as of 01/04/2018 was distributed and discussed. The detailed reports were not available at the meeting. Van Patten reported that the library has been purchasing from Staples instead of Hummel's. Staples initially presented a more advantageous purchasing opportunity. The paperwork involved to receive the credits is very cumbersome. Hummel's has noticed the reduction in purchasing and will be presenting an updated pricing proposal. Approval of the Public Fund postponed pending review of detailed budgetary reports.
- IV. Treasurer's Report - Donation Fund. The Donation Fund report from January 10, 2018, the Restricted Funds report from December 2017, and overviews of various financial accounts were distributed and discussed. Financial account overviews will be provided a few times each year for review. Morelli will remove all spent funds from the report going forward. Motion by Clarkson, seconded by Maguire, that the Donation Fund report as of January 10, 2018 be accepted as presented. Carried.
- V. Bills - Public Fund. The Public Fund Payable report for December 13, 2017 through January 10, 2018 was distributed and discussed. Van Patten reported the stated expenditure for Myriad Construction was related to the updating/replacing of ballasts. The total does not include any expense related to the Workroom update. Van Patten reported that the expense from NAMI's Engraving is for a bulk purchase of name badges for the staff. Going forward, the Library can purchase individual name badges for \$9 each. This

cost will be passed to the staff member in the event of a lost or damaged name badge. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried

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VI. Bills - Donation Fund. Van Patten reported an invoice in the approximate amount of \$900.00 has just come in. The invoice was generated when the chairs were shipped, and the chairs have not been received. \$53,000.00 will need to be withdrawn early from the Library's Certificate of Deposit. An early withdrawal will incur penalties. McManus suggested the possibility of withdrawing the funds in two sections to reduce the amount of penalties incurred. Van Patten reported that two heat pumps will need to be replaced shortly. The Board discussed the current and expected bills. Motion by Clarkson, seconded by Downey, that the current bills be approved and processed. Carried.

VII. Public Comments. None.

VIII. Old Business

A. Updates

1. Library Construction Grants. Van Patten reported that Myriad has not provided an installation date for the new lights. The lights will be replaced starting at the Adult section of the library and moving forward.

2. Monthly Energy Use Review. No information provided.

B. Long Range Planning Committee. Maguire and Downey will meet with Van Patten the week of January 22, 2018.

C. Revised Section 8, C-4, Displays and Exhibits, in the Policy Manual. Revised policy is still being reviewed. The content of the policy is acceptable per the Library's legal counsel. The final verbiage is still in process.

D. Workroom. Van Patten reported that the purchase orders for Hummel's and Effect groups have been signed. Van Patten reported the custodial staff will remove shelving and paint. Carpeting and furniture will be installed once this work is completed. The estimated timeframe to complete the work is one week. She will send specific dates and information as it becomes available.

E. Opioid Epidemic and Libraries. Van Patten reported that she has received the current policy on students with life threatening illnesses from the Superintendent of Baldwinsville Public School District.

Carpinella and Clarkson will head a committee to review available information and develop a policy for the Library.

- F. Fundraiser. Final results from Book Fair #9 were distributed and discussed. The Library received the funds on a gift card. The gift card plus Barnes and Noble discount increase the value received.

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IX. New Business

- A. Schedule Budget Meetings. President Aitken, McManus, Maguire, and Van Patten will meet on February 6, 2018 to discuss the budget for the upcoming fiscal year. Van Patten will gather the salary and expense information. Budget will require approval at or before the March Board of Trustees meeting. The committee will review the current need for staff during the planning meetings. The reduction in circulation may translate to a reduction in staff.
- B. Personnel. Motion by McManus, seconded by Maguire that the Board appoint Kevin Drake as Page as of December 18, 2017 at \$9.70 per hour. Carried.
- C. Other.
 - 1. President Aitken and McManus are up for re-election this year. Petitions need to be signed by the end of March. Suzanne will update the calendar with the due dates for action items.
 - 2. Van Patten reported that the Library is part of testing a new system for the circulation of books. This new system is already showing increased efficiency in the sorting room and a reduction in the amount of time a book spends in transit between libraries.
 - 3. Van Patten reported that Cooney has indicated two heat pumps will need to be replaced. The two in question are thought to be original heat pumps from 1995. Van Patten will confirm the identity and length of service of the two heat pumps and get quotes for their replacement. Maguire suggested they look in to an extended warranty for the replaced heat pumps.

X. Director's Report

Van Patten reported that the reduction in circulation and increase in digital media usage is a general trend across the country. Due to this trend, a higher percentage of the Book Budget has been dedicated to digital media.

XI. Adjournment. Motion by Carpinella, seconded by Downey, that the meeting be adjourned at 8:50 p.m. Carried. The next regular Board meeting will be held on Wednesday, February 14, 2018 at 7:30 p.m.

Respectfully submitted,

Krista Wells, Secretary