

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – October 10, 2018

PRESENT: Barbara Aitken, President; Robert Manning, Vice-President; Linda Clarkson, Susan Downey, Craig Maguire, Edward McManus, Margaret Van Patten, Library Director; Krista Wells, Secretary

ABSENT: Mary Lou Carpinella

The Board meeting was called to order by President Aitken at 7:39 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 September 10, 2018 meeting. The minutes were distributed and reviewed. Request to correct Section VII.C (Health Insurance) to include “if they continue employment” in the motion made by McManus and seconded by Maguire. Motion by Manning, seconded by Downey, that the minutes be accepted as corrected. Carried.
- III. Treasurer’s Report: Public Fund. The Budget Status Reports for 07/01/2018 – 07/31/2018 and 07/01/2018 – 08/31/2018 were distributed and discussed. Motion by McManus, seconded by Downey, that the Public Fund reports of 07/31/2018 and 08/31/3018 be accepted as presented. Carried.
- IV. Treasurer’s Report: Donation Fund. The Donation Fund Report was distributed and discussed. Motion by McManus, seconded by Downey, that the Donation Fund report for September 2018 be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable report for 9/12/2018-10/10/2018 was distributed and discussed. Van Patten reported that a committee has reconvened regarding the Memorandum of Understanding concerning the services provided for the quarterly fee paid to OCPL. Motion by Manning, seconded by McManus, that the bills for 9/12/18-10/10/18 be accepted as presented. Carried.
- VI. Bills: Donation Fund. No bills presented.

VII. Public Comments. None.

VIII. Old Business.

A. Updates

1. Library Construction Grants. The 2019 construction grant was submitted on 09/03/2018. OCPL approved the grant on 09/19/2018 and has forwarded it to the State. Van Patten can proceed with scheduling the work to be completed.

2. Monthly Energy Review. There continues to be a significant downward trend in energy usage. The downward trend is attributed to a combination of the LED lights and the renegotiated rate that went into effect as of May 1, 2018.

Natural Gas usage is slightly higher than the previous year. Gas usage is dependent upon the weather.

3. Fundraiser: Barnes and Noble Book Fair. There will be a planning meeting held on Tuesday, October 16, 2018, at 10 a.m. The event is currently in need of musicians.

B. Long Range Plan 2012-2018. The next Long Range Planning Committee meeting will be held on Tuesday, October 16, 2018 at 11 a.m.

C. Parking Lot Update Van Patten reported that the landscaping architect (Brittany Belding of Appel Osborne) has reached out to the Village DPW office (Gary Humphrey) and has been informed that the owner of the property adjacent to the Library parking lot (the Commons) is responsible for capturing the run off from their property prior to it reaching the Library's property. Gary will reach out to Brittany once he has touched base with the Commons.

IX. New Business

A. Personnel Changes.

Motion by McManus, seconded by Downey, that the board accept, with regrets, the retirement of Corrine Kushner, Children's Librarian, effective 10/31/2018. Carried.

Motion by McManus, seconded by Downey, that the Board accept the resignation of Serena Schaeber, Page, effective 8/18/2018. Carried.

- B. Sexual Harassment Policy. The following drafts, provided by New York State, were distributed and discussed:
1. Sexual Harassment Policy for All Employers in New York State,
  2. Model Complaint Form for Reporting Sexual Harassment, and
  3. Sexual Harassment Prevention Policy Notice.

The State has updated the requirements for Sexual Harassment policies, documentation, and staff training. The drafts provided can be used by employers in lieu of creating their own policies.

Van Patten reported that the Library will need to implement the policies and train the existing staff as quickly as possible to be in compliance with the changes made by the State. Van Patten also reported that the Library will be responsible for making sure any contractors used have the correct Sexual Harassment policies and training in place for their employees. Motion by Manning, seconded by Maguire, to adopt the Sexual Harassment Policies provided by the State to supersede our current Sexual Harassment Policies. Carried.

- C. Trustee Training Survey. Van Patten distributed a survey for all Board members to complete regarding the level of training required for Trustees.
- D. Staff Training Day. Van Patten proposed closing the Library on Monday, November 12, 2018 for a Staff Training Day. The Staff Training day would be held from 8 a.m. to 5 p.m. and would include the Sexual Harassment Training. Motion by McManus, seconded by Downey, that the Library close for a Staff Training Day on Monday, November 12, 2018. Carried.

- X. Directors Report. Van Patten reviewed a memo from the Library's attorney detailing the drawbacks to pursuing further legal action against Vertical Technologies of NY, LLC.

Van Patten informed the Board of an upcoming Staff Lunch on October 26, 2018 from Noon – 2 p.m. At 1 p.m. there will be a dedication of the

Staff Room and a group photo taken outside the Library (weather permitting).

Van Patten passed around a brochure for the new printer that will be delivered next week. The purchase cost of the Canon Image Prograf iPF 770/670 is being covered by the Rotary. The Library will provide free printing services to the Rotary and will provide fee-based printing services for other organizations.

The next Friends meeting will be held on Thursday, October 18, 2018 at 10 a.m.

- XI. Adjournment. Motion by Downey, seconded by Manning, that the meeting be adjourned at 8:45p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, November 14, 2018 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary