

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – November 14, 2018

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

ABSENT: None

The Board meeting was called to order by President Aitken at 7:31 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 October 10, 2018 meeting. The minutes were distributed and reviewed. Request to correct name of Village DPW office contact to Greg in section VIII.C (Parking Lot Update). Motion by Maguire, seconded by Manning, that the minutes be accepted as corrected. Carried.
- III. Treasurer's Report: Public Fund. The Budget Status Report for 07/01/2018 – 09/30/2018 was distributed and discussed. Motion by Maguire, seconded by Downey, that the Public Fund report as of 09/30/2018 be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report was distributed and discussed. Motion by Clarkson, seconded by McManus, that the Donation Fund report for October 2018 be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable report for 10/10/2018-11/14/2018 was distributed and discussed. The monthly fee for Cooney Air Conditioning and Heating covers monthly maintenance. During the last scheduled maintenance an issue was discovered with pump nine. Cooney will be returning to further investigate and repair the issue.

Morelli notified Van Patten that a blower fan in the basement is running very loud and will need to be inspected during the next maintenance visit.

- Van Patten reported that ASI Signage will be replacing the signs for the restrooms in the Children’s Area to say “Restroom” instead of “Boys” and “Girls.” Each restroom is a single use room and the new signage will allow parents to use either room as they are available. Motion by Manning, seconded by Downey, that the bills for 10/10/18-11/14/18 be accepted as presented. Carried.
- VI. Bills: Donation Fund. A bill for \$41.00 payable to Nami’s Engraving and More was discussed. The fee covers the dedication signs and quotes in the newly remodeled Staff Room. Motion by McManus, seconded by Downey, that the bill be accepted as presented. Carried.
- 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 has contacted the contractor and is waiting for the work to be scheduled.
  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. The current year usage is down 27% from the five (5) year average. Natural Gas usage is slightly higher than the previous year. Gas usage is dependent upon the weather.
  3. Fundraiser: Barnes and Noble Book Fair. The Bookfair will be held on Saturday, November 24, 2018. Van Patten will reach out to the Rotary to see if they have any volunteers to wear the “Clifford” costume.
- B. Long Range Plan 2012-2018. The next Long Range Planning Committee meeting will be held next week. The Library and Rotary are co-sponsoring a “Community Conversation” this Saturday, November 17, 2018, at the Greater Baldwinsville Ambulance Corp. The all-day event will include various local residents and members of the business community. Strengths, weaknesses, opportunities,

and threats will be explored along with the various ways community members can help meet the needs of the community. A summary of the information gathered on Saturday will be provided to all participants.

Van Patten reported that Central Library is looking to put social workers in all city library branches. The social workers will be funded by Catholic Charities and their main function will be to assist patrons looking for poverty relief resources and assistance with accessing other resources.

C. Other None.

IX. New Business

A. Personnel Changes.

Motion by McManus, seconded by Maguire, that the Board appoint Corrinne Kushner as Substitute, at \$19.00 per hour, effective 11/01/2018. Carried.

Motion by Clarkson, seconded by Downey, that the Board appoint Meghin Roberts as Children's Services Librarian (Librarian I), at a salary of \$43,000.00 per year, effective 11/26/2018. Carried.

Motion by Carpinella, seconded by Maguire, that the Board accept the resignation of Kevin Drake, Page, effective 10/27/2018. Carried.

Motion by Carpinella, seconded by Downey, that the board accept the resignation of Andrew John Sprague, custodian, effective 10/19/2018. Carried.

The following staff changes were proposed by Van Patten and discussed by the Board:

1. Increase the salary of Diane Holbert to \$43,000.00 annually. The increase would bring her salary in line with others in the same position. Motion by Clarkson, seconded by Downey, that the annual salary for Diane Holbert be raised to \$43,000.00, effective Sunday, November 25, 2018, to be commiserate with others. Carried.

2. Raise Julia Schult from Librarian I to Librarian II. The change accurately reflects her current duties. Motion by Clarkson, seconded by Downey, that Julia Schult be raised to Librarian II. Carried.
3. Hire Rich Atkinson as full-time custodian instead of replacing John Sprague with another part-time custodian. Rich is currently the part-time custodian covering the afternoon shift. He is willing to work a split shift, covering the morning shift originally covered by John, taking the mid-day off, and returning to cover the afternoon shift. The shift from part-time to full-time will make Rich eligible for all full-time employee benefits. Motion by Carpinella, seconded by Downey, that the board appoint Rich Atkinson as full-time custodian, at a salary of \$27,690.00 per year, effective November 25, 2018. Carried.

B. Holiday Schedule. The Board reviewed the proposed Holiday Schedule for calendar year 2019. The schedule is the same as the one used in calendar year 2013. Motion by Manning, seconded by Maguire, that the proposed Holiday Schedule for calendar year 2019 be accepted as presented. Carried.

C. Tax Cap Resolution. Motion by Maguire, seconded by Manning, that the following resolution be adopted:

“RESOLVED that, pursuant to general municipal law section 3-c(5), the Board of Trustees of the Baldwinsville Public Library overrides, for the July 1, 2019 – June 30, 2020 fiscal year, the tax levy limit imposed by municipal law section 3-c(3).”

7 in favor, 0 opposed, 0 abstentions. Motion carried.

X. Directors Report. Van Patten reported that *The Messenger* was at the Library and will be running a story regarding the Library of the Year Award.

Van Patten also reported that the Library will purchase salt for the current plowing season and the School District of Baldwinsville will salt the parking lot after the plow comes through.

The fire inspection turned up three (3) items that needed attention. They are in the process of getting resolved. Van Patten will alert the inspector when the items have been corrected and they will re-inspect.

There has been some new information regarding the rules governing open meetings. Van Patten briefly reviewed the information and should have more detailed information at a future meeting.

- XI. Adjournment. Motion by Maguire, seconded by Downey, that the meeting be adjourned at 8:45p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, December 12, 2018 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary