

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – December 12, 2018

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

ABSENT: Mary Lou Carpinella

ALSO PRESENT: Abraham Morelli

The Board meeting was called to order by President Aitken at 7:37 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 November 14, 2018 meeting. The minutes were distributed and reviewed. McManus noted that a Custodial position is hourly not salaried. Motion by McManus, seconded by Maguire to amend the motion in section IX.A.3 (New Business. Personnel Changes. Rich Atkinson) in the November 14, 2018 minutes to “appoint Rich Atkinson as full-time custodian at \$14.20 per hour, effective November 25, 2018.” Carried.

Motion by Downey, seconded by Maguire, that the minutes be accepted as corrected. Carried.
- III. Treasurer’s Report: Public Fund. The Budget Status Report for 07/01/2018 – 10/31/2018 was distributed and discussed. Motion by McManus, 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, dated December 12, 2018, was distributed and discussed. Motion by McManus, seconded by Maguire, that the Donation Fund report dated December 12, 2018 be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable report for 11/14/2018-12/12/2018 was distributed and discussed. Motion by Manning,

- seconded by McManus, that the bills for 11/14/18-12/12/18 be accepted as presented. Carried.
- VI. Bills: Donation Fund. The Donation Fund Bills were presented and discussed. Motion by McManus, seconded by Downey, that the bills be accepted as presented. Carried.
- VII. Public Comments. None.
- VIII. Old Business.
- A. Updates
1. Library Construction Grants. Manning reviewed the status of the 2019 construction grant. Van Patten reported that Scott from Cooney is waiting to hear back from the bulb supplier. The work will be scheduled once the supplies have been received. The expected construction project for next year is the parking lot.
 2. Monthly Energy Review. The Annual and Cumulative Monthly Energy Costs were distributed and discussed. Manning reported November 2018 had the highest natural gas usage of any November on record. The total gas usage for November 2018 was 1315 therms. The next highest November usage was 1150 therms, recorded in 1994. This jump in usage is largely attributed to the cold and snowy weather experienced during this past November. If the gas usage starts to trend significantly higher than in years past, the system should be inspected to ensure optimal working order.

The electrical usage was up slightly over last year. Due to the negotiated rate that became effective in May 2018, the total electric cost is still lower than last year.
 3. Fundraiser: Barnes and Noble Book Fair. The Bookfair was held on Saturday, November 24, 2018. The event was well attended, and the Library was gifted a number of items off the "Wish List." The Library's portion of the sales for the day was \$906.48 and the Library received \$1,016 in donated items. The total proceeds for the event were \$1922.48.

B. Long Range Plan 2012-2018. Downey and Maguire reported that the Staff Development Day held on Veteran's Day was very successful. A large portion of staff members were able to complete the required sexual harassment training along with numerous other core competencies and masteries. There are currently five (5) employees who are in need of sexual harassment training. It was suggested that the Library close to the public each year on Veteran's Day and utilize the day for Staff Development. This day is generally one the Public believes the Library to be closed, so has a very low attendance rate. This day is also a school holiday, allowing high-school employees to attend the full day. Van Patten reported Julia is currently taking an online course for staff development and training. She will be implementing the knowledge gained at the Library to help increase the amount and efficiency of training provided. Van Patten also reported they are working with the "Ask A Lawyer" program provided for libraries to develop a "train the trainer" training for sexual harassment. This would allow the library to provide the annual training without the assistance of a third party. The next meeting is scheduled for January 8, 2019 at 11:00 am.

C. Other None.

IX. New Business

A. Fax Policy. The current Fax Policy is listed in the Director's Report for Board Meeting December 12, 2018. Van Patten reported that a patron recently had a 61 page fax sent. While this is a rare occurrence, it does happen and requires a large amount of staff time. The staff has to stay at the machine to load the pages in smaller increments. The proposal is to add a fee level for larger faxes to help offset the cost of staff time. Motion by McManus, seconded by Maguire to amend the fax pricing as follows: a maximum fee of \$15.00 charged for faxes containing up to 25 pages; a flat fee of \$25.00 charged for faxes containing over 25 pages. Carried.

B. Poster Printing Policy. Van Patten reported the printer is up and working. A couple large format print jobs have already been completed for the Library. Starting in January, Van Patten will be printing in large format a list of events for the month and posting

them in the large windows near the entrance. This idea is currently be utilized by the Liverpool Library. Paper roll is 24" wide. Van Patten borrowed an idea from Liverpool. The cost associated with printing large format documents was discussed. The Library will not advertise the printing availability; however the service will be available if requested. Motion by McManus, seconded by Maguire, to set the large format printing fee at \$0.50 per square foot. Carried.

- C. Other. Manning reported that OCPL has begun a new search for a Director and is having more success than in previous attempts. He also reported they are considering placing metal detectors at the entrances to downtown libraries. This is causing some concern as to who would and how to approach a patron who triggered the alarm. Manning indicated this issue is not unique to libraries in Syracuse. It is something being discussed and dealt with at libraries across the nation.
- X. Directors Report. Van Patten updated the Board on the efforts being made by the various architects and village staff to address the parking lot issue. The Village Code Enforcer has reviewed the parking lot and understands the issues the current set up is causing. He has suggested an option to fix the issue going forward. A number of emails have been exchanged between the Library, King and King, the landscaping architect, the Village Code Enforcer, and Washington Street Partners. The latest emails indicate the desire by Washing Street Partners for a meeting involving all parties to be set up early in the new year (2019). Van Patten indicated that OCPL historically has asked for preliminary grant information by May. Van Patten will reach out to ask for a budgetary estimate from contractors regarding estimated cost to the Library for fixing the parking lot.
- XI. Adjournment. Motion by Downey, seconded by Maguire, that the meeting be adjourned at 8:30p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, January 09, 2019 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary