

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting: December 20, 2017

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

ABSENT: Mary Lou Carpinella, Edward McManus

ALSO PRESENT: Abraham Morelli

The Board meeting was called to order by President Aitken at 7:40 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members or library matters.
  
- II. Disposition of Minutes of November 15, 2017 meeting. The minutes were distributed and discussed. Motion by Maguire, seconded by Downey, that the minutes be accepted as presented. Carried.
  
- III. Treasurer's Report: Public Fund. The Public Fund report for Cycle 04; Post Dates From 07/01/2017 To 10/31/2017 was distributed and discussed. Motion by Clarkson, seconded by Downey, that the Public Fund report as of October 31, 2017 be accepted as presented. Carried.
  
- IV. Treasurer's Report : Donation Fund. The Donation Fund report of December 13, 2017 was distributed and discussed. Newly compiled reports clarifying the status of Restricted and Unrestricted donations were distributed and discussed. Morelli reviewed the formats with the Board and indicated a desire to update and provide reports in this format going forward. It was agreed that the Board found the layout and presentation of information to be easier to quickly digest. Motion by Maguire, seconded

by Downey, that the Donation Fund report as of December 13 2017 be accepted as presented. Carried.

- V. Bills: Public Fund. The Public Fund Payable report for November 16, 2017 through December 13, 2017 was distributed and discussed. Van Patten reported the bills should have gone out on Wednesday, December 20, 2017. Winter Storm Benji caused disruptions that delayed the releasing of the bills. The School Board was given a signed memorandum by Aitken authorizing the payment of the bills. Van Patten discussed a recent purchase from Fred Pryor Seminars. All full-time employees will have unlimited access to the entire Fred Pryor portfolio of learning courses for 2018. This access includes online trainings and in-person seminars. The cost per person is \$199 per year. Currently, 11 staff members have access. The Library has the option to add additional staff members at the \$199 per year price point. The Board agreed this is a good way to address the concern of growing the skill set of librarians. Motion by Downey, seconded by Clarkson, that the report be accepted as presented. Carried

- VI. Bills: Special Fund. None presented.

- VII. Public Comments. None.

#### VIII. Old Business

##### A. Updates

1. Library Construction Grants. Results of Foot-Candle Measurements distributed and discussed. The light readings at both 6 feet and 3.5 feet above floor level were notably higher. The increase in brightness has been noted by Library Staff. Manning suggested Van Patten work with Myriad to replace 200 lights. The total cost will be just under ten thousand dollars. The grant is expected in March or April of 2018. Motion by Manning, seconded by Downey, that the process be started in advance of the grant.

2. Monthly Energy Use Review. The monthly energy use reports were distributed and discussed. Manning reported that the new LED lights are continuing to reduce the library's electrical bills each month as opposed to bills in other fiscal years.
3. Fundraiser: Barnes and Noble Book Fair. Preliminary results from Book Fair #9 were distributed and discussed. Total proceeds are currently listed as \$2,039.39. This amount includes \$1268.39 in proceeds from sales and \$771 "Wish List" donation items. Manning will verify numbers with Barnes and Noble. It was discussed that several other fundraisers were running around the same time frame and may have negatively impacted the fundraiser.

- A. Workroom. Van Patten reported that the Hummel's order has been submitted. She is waiting on a quote for the replacement of five (5) solid end panels with slatted panels. The slatted panels increase visibility and drive increased circulation. The current total of expenses is 63.7K. It was discussed that the Friends of BPL have pledged ten thousand dollars towards the modifications and fifty-three thousand dollars even will be moved out of the Donation Fund. Motion by Aitken, seconded by Maguire, to amend the 2017-2018 Baldwinsville Public Library Budget to add \$63,000.00 to the following lines:

Budgetary and Expense Accounts line 522.00 Expenditures

Budgetary and Revenue Accounts line 980.00 Revenues

Budgetary Account code 7410-406-33-0000 Building Repair

Carried.

- A. Opioid Epidemic and Libraries. Van Patten reported that she spoke with the Superintendent of Baldwinsville Public School District

regarding their policy on opioid incidents at the schools. The Superintendent will send Van Patten their current policy and the information he has regarding the drug training they receive. Van Patten also reported that other libraries in the area are looking in to the issue. OCPL has invited libraries to attend a Mental Health First Aid Class as part of Project AWARE.

IX. New Business

- A. OCPL Update. A letter send to the OCPL Board of Trustees from the Onondaga County Suburban Library Directors was distributed and discussed. Van Patten explained the issues that libraries have been dealing with stemming from the delay in filling positions at OCPL. This delay is largely due to the current process of receiving applicants from the County Human Resources department.

X. Director's Report

Van Patten reported that the fire inspection has been completed. New ballasts are at all Fire Exits. The Certificate of Occupancy will be issued.

- XI. Adjournment. Motion by Maguire, seconded by Clarkson, that the meeting be adjourned at 9:00 p.m. Carried. The next regular Board meeting will be held on Wednesday, January 10, 2018, at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary