

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – March 21, 2018

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

ABSENT: Robert Manning; Vice-President, Mary Lou Carpinella

ALSO PRESENT: Abraham Morelli

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

- I. Disposition of Minutes of February 14, 2018 meeting. The minutes were distributed and discussed. Motion by Clarkson, seconded by Downey, that the minutes be accepted as presented. Carried.
- II. Treasurer's Report : Public Fund. The Public Fund Budget Status Report as of 02/28/2018 was distributed and discussed. Van Patten explained the negative amount in the Office Supplies budget line was due to purchasing more supplies from Staples and less from Hummels. Hummels has a remaining balance of approximately \$4,100. The remaining balance will cover the negative in the Office Supplies budget line. Van Patten also reported that the Retirement bill was signed and the claim form was approximately \$81,000. This number is not reflected in the report. Motion by McManus, seconded by Downey, that the Public Fund report as of 02/28/2018 be accepted as presented. Carried.
- III. Treasurer's Report: Donation Fund. The Donation Fund report from March 14, 2018 was distributed and discussed. Morelli will contact the bank regarding anticipated interest rates in June. A question was raised regarding IRS filing requirements for the Donation Fund. President Aitken will investigate the requirements. Motion by Clarkson, seconded by Downey, that the Donation Fund report as of March 14, 2018 be accepted as presented. Carried.

- IV. Bills: Public Fund. The Public Fund Payable report for February 14, 2018 through March 14, 2018 and the revised report for January 10, 2018 through February 14, 2018 were distributed and discussed. Van Patten reported the payable report for January 10, 2018 through February 14, 2018 was revised due to an invoice from March that was included with the bills. The employee retirement is approximately \$1500 over budget. Van Patten also reported the Workers Compensation should be reflected on the April report. Motion by Maguire, seconded by Clarkson, that the reports be accepted as presented. Carried
- V. Bills: Donation Fund. No bills presented.
- VI. Public Comments. None.
- VII. Old Business
- A. Updates
1. Library Construction Grants. Van Patten reported that Myriad was able to replace more lights than previously estimated because the lights can use the existing ballasts. The grant for next year should be able to cover the remaining lights.
 2. Monthly Energy Use Review. There continues to be a downward trend in energy usage. Current energy usage is just below the five-year average.
- B. Long Range Planning Committee. A proposed mission statement was distributed and discussed. McManus suggested including verbiage to reflect the evolving usage of the Community Rooms. The Committee has been working to simplify the Emergency and Evacuation procedures and color code the key system. An update will be provided at the next Board meeting.
- C. Annual Budget Vote and Trustee Election.
1. The Public Information Meeting date has been set for Wednesday, April 11, 2018 at 7:25 p.m.

- D. Two petitions have been signed and filed at the School District Office.

VIII. New Business

- A. Budget. A proposed budget for fiscal year ending June 30, 2019 was distributed and discussed. The proposed budget reflects increases in wages commensurate with minimum wage increases. Two options were discussed to address the expected deficit. Option 1 would increase the tax rate by 0.01. Option 2 would take the deficit from the Fund Balance. Motion by Maguire, seconded by Clarkson, to accept the budget as proposed and use \$24,250 from the Fund Balance to balance the budget. Carried.
- B. Budget Presentation to the Public. No discussion.
- C. Tax Cap Update. Van Patten will enter the adopted budget numbers into the comptroller's website and will print out the final forms with the calculations completed.
- D. Election and Public Strategy. The Library will need to purchase ballots for the election. The Board of Elections previously quoted \$0.50 per ballot. Van Patten will reach out to Lysander Town Hall and the Village Clerk to investigate possible printing alternatives. There is no cost for the voting machines. Brown Moving and Storage will move the machines for a fee. Machine Specialists and Regular Inspectors have been scheduled for the vote. The list was read and reviewed by the Board members. Motion by McManus, seconded by Downey, to approve the Machine Specialists and Regular Inspectors as listed. Carried.
- E. Annual Report. The Annual Report for Public and Association Libraries – 2017 was distributed and discussed. Motion by Clarkson, seconded by Downey, to accept the report as presented.
- F. Other.
 - 1. Van Patten reported that the Staff is settling in after the renovations. Minor adjustments have been made to individual workspaces to increase comfort and efficiency.
 - 2. Van Patten reported that two employees went above and beyond the call of duty during the renovations. The efforts of Rich Atkinson and Bob Loftus ensured a smooth transition for the Library staff throughout the renovation process. Rich took the lead in organizing the moving of furniture and ensured the work completed by Library staff was done in the

most efficient and least disruptive manner. Bob handled the ever-changing tech needs during the multiple relocations. He continues to assist the Staff with technology-related adjustments. The renovation process would have been much harder on the Staff without the efforts of Rich and Bob. Van Patten will be providing Atkinson and Loftus with gift cards as recognition of their outstanding service.

3. Van Patten reported that Cooney has removed two original heat pumps. They will look to see if the heat pumps can be fixed or if they need to be replaced. Both heat pumps are approximately 23 years old. Replacing the heat pumps will cost \$7,202 each or \$14,404 in total. Motion by McManus, seconded by Maguire, to approve the spending required to repair or replace the heat pumps. Carried.
4. Van Patten reported that Cooney has fixed a pump in the mechanical room. There was an issue with the assembly in the pump. The pump is no longer leaking. Cooney cleaned up the mess that resulted from the leaking pump.

IX. Director's Report

Van Patten reported that the Friends' check for \$10,000 to cover renovations has been received and deposited.

The Staff are researching a "Food Truck Friday" event to be held on Friday afternoons during the Summer. The event would have a Food Truck in the parking lot (or an adjacent parking lot) and host music and entertainment in the Community Room.

The Ruth Connell Award Day has been set for Thursday, May 24th. The Community Room will be available for setup starting at 3pm on Wednesday, May 23rd.

- X. Adjournment. Motion by Maguire, seconded by Downey, that the meeting be adjourned at 9:00 p.m. Carried. The next regular Board meeting will be held on Wednesday, April 11, 2018, at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary