

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – April 11, 2018

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

ABSENT: Robert Manning; Vice-President

ALSO PRESENT: Abraham Morelli

The Board meeting was called to order by President Aitken at 7:32 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 April 11, 2018 meeting. The minutes were distributed and discussed. Motion by Carpinella, seconded by Downey, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Public Fund Budget Status Report as of 03/31/2018 was not available at the time of the meeting.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report from April 11, 2018 was distributed and discussed. Morelli contacted the bank regarding anticipated interest rates in June. He will return to the bank closer to the account maturity date to complete rate negotiations. Motion by Clarkson, seconded by Carpinella, that the Donation Fund report as of April 11, 2018 be accepted as presented. Carried.
- V. Bills – Public Fund. The Public Fund Payable report for March 14, 2018 through April 11, 2018 were distributed and discussed. Van Patten reported the expenditure listed for Cooney was due to the heat pump and mechanical assembly work discussed during the March 21, 2018 meeting. Motion by McManus, seconded by Downey, that the reports be accepted as presented. Carried.

- VI. Bills – Donation Fund. Van Patten reported \$50 was transferred from the Donation Fund to purchase large print books. Motion by Carpinella, seconded by Downey, that the bills be accepted as presented. Carried.
- VII. Public Comments. None.
- VIII. 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 lists.
 2. Monthly Energy Use Review. There continues to be a downward trend in energy usage. Current electricity usage continues to be below the five-year average. The previous month showed a slight increase in natural gas usage over previous years. This is attributed to the area experiencing extended winter weather.
- B. Long Range Planning Committee. The mission statement continues to be reviewed and discussed. The general opinion is that the statement should not specifically mention the Community Room as it is one facet of the varied services offered by the Library. Once the mission statement is completed, a Wordle will be designed containing words associated with the Library. This graphic will be placed prominently within the Library. The Committee has completed the review of the Emergency and Evacuation Procedures. An update will be provided at the next Board meeting.
- C. Annual Budget Vote and Trustee Election. Van Patten reviewed the arrangements in place for the election on April 19, 2018. The ballots have been printed at a cost of 18 cents each. The option of using paper ballots for future elections was discussed. The Board decided the automation and public trust that comes with electronic voting machines is worth the additional cost of printing ballots.
- D. Other. None presented.

IX. New Business

- A. Election and Public Strategy. Banners have been displayed reminding the public of the upcoming election. The Library has not received any public questions or comments regarding the proposed budget.
- B. Parking Lot. Van Patten reported that the facilities manager was out to the Library and inspected the parking lot. The lot currently has two (2) potholes that need immediate repair. Additionally, he noted damage/excessive wear on the lot due to the run-off from snow piles in the adjacent lot. The snow is moved to the adjacent lot from the property of shops including Kinney Drug. Both lots are owned/managed by the same firm. The run-off from the melting snow is causing undue wear to the lot and creating a safety concern when it re-freezes as a layer of ice. Van Patten will attempt to get an estimate for milling and re-paving the lot. The two main potholes will be photographed and repaired by the Library's custodial staff. The possibility of contacting a lawyer to review the options available to the Library was discussed. McManus will discuss the issue with the village code inspector.

X. Director's Report

Van Patten reported that Program Listing total for the month was 1,101. This total was not reflected in the distributed report. Van Patten also reported that the Puzzle Swap continues to be a very popular program.

Van Patten reported that an offer has been made to a candidate to fill the current opening for a part-time librarian.

- XI. Adjournment. Motion by Downey, seconded by Carpinella, that the meeting be adjourned at 8:35 p.m. Carried. The next regular Board meeting will be held on Wednesday, May 9, 2018 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary