

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – June 13, 2018

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

ABSENT: Linda Clarkson

ALSO PRESENT: Abraham Morelli

The Board meeting was called to order by President Aitken at 7:35 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 May 9, 2018 meeting. The minutes were distributed and discussed. Motion by Manning, seconded by Downey, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report: Public Fund. The Public Fund report for Cycle 10; Post Dates From 07/01/2017 To 05/31/2018 was distributed and discussed. Motion by Manning, seconded by Maguire, that the Public Fund Report as of June 31, 2018 be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report from June 13, 2018 was distributed and discussed. Morelli discussed the options available at various local banks and it was determined that Seneca Bank remains the best option for the Donation Fund. He will return to the bank to commit the funds by June 20, 2018. Van Patten reported that the final figures for the renovations have been received. Motion by McManus, seconded by Manning, that the Donation Fund Warrant of January 10, 2018 be rescinded and replaced with the updated Warrant of June 13, 2018. Carried.
- V. Bills: Public Fund. The Public Fund Payable report for May 9, 2018 through June 13, 2018 was distributed and discussed. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried

VI. Bills: Donation Fund. No bills presented.

VII. Public Comments. None.

VIII. Old Business

A. Updates

1. Library Construction Grants. Van Patten reported that the 2016 and 2017 Grants have been closed. The grant for 2018 has not been awarded yet. The grant for 2019 is available online and the amount allocated to Onondaga County Public Library system has increased over prior years. She hopes this will relate to an increase in the amount granted to the Baldwinsville Public Library and allow for a larger project to be completed.
2. Monthly Energy Use Review. There continues to be a downward trend in energy usage. Current electricity usage is approximately 20 percent below the five-year average. This reduction is attributed to the LED replacements. There is one phase left of LED replacements. McManus suggested it may be worth updating the remaining LED lights and pay with Library funds if the grant is unavailable because of the cost savings. Manning agreed and requested Van Patten acquire quotes for the remaining work. Gas usage is almost identical to the five-year average.

B. Long Range Planning Committee.

1. Mission Statement. The mission statement continues to be reviewed and discussed. The committee will meet again on June 19, 2018. It was requested that each Board member provide a proposed Mission Statement to Maguire prior to the meeting. An update will be provided at the next Board meeting.

C. Agreement between BPL and Baldwinsville School District.

The agreement was signed by the Board on May 9, 2018.
The Baldwinsville School District has also signed the agreement.

D. Parking Lot. No updates.

E. OCPL System Services.

1. Van Patten reported that OCPL has hired another full time equivalent System Liaison Librarian. This will hopefully assist with the delivery issues being experienced by all Libraries within the system. One week there were only 3 deliveries out of a scheduled 5.
2. The increased visibility of drug and violence issues at Libraries was discussed. Several libraries have begun providing staff training on how to respond to a critical situation. Liverpool library has provided an Active Shooter training to staff members and to the public. Van Patten stated the next staff trainings will be Active Shooter, First Aid, and Relaxation Techniques.

F. Other. None

IX. New Business

A. Report of Nominating Committee.

Barbara Aitken, President
Robert Manning, Vice-President
Tim Lynch, Treasurer
Abraham Morelli, Special Funds
Krista Wells, Secretary

Motion to approve the nominating committee report by Downey, seconded by Manning. Carried.

B. Set Next Budget Vote Date. The Fiscal Year 2019/2020 Budget Vote Date has been set as April 25, 2019.

C. Insurance Policy. Van Patten reported that 14 different insurance companies were reviewed. Most were unable to write policies for the class the Library is in. Guard Insurance quoted \$14,333. Utica National Insurance Group quoted \$10,108.09. This amount is slightly lower than last year's premium of \$10,126.16. Motion by Manning, seconded by Maguire, to renew the insurance policy with Utica National Insurance Group.

D. OCPL System Services. NOPL has appointed a new Director, Amanda Travis. This appointment leaves the liaison position between the suburban libraries and OCPL vacant. Delivery services have improved.

E. Personnel.

1. Motion by Maguire, seconded by Carpinella, that the Board accept the resignations of:

Mackenzie Bruen, Page, effective June 7, 2018

Brittney Hewitt, Clerk, effective May 16, 2018

Amy Hueber, Librarian I, effective May 15, 2018

David Troy, Clerk, effective June 12, 2018

Carried

2. Motion by McManus, seconded by Downey that the Board make the following appointments:

Grace Gilhooley, Clerk, at \$11.50 per hour,
effective June 3, 2018

Cassidy Weese, Page, at \$10.50 per hour,
effective June 3, 2018.

Carried

F. August Board Meeting.

1. The date for the August Board Meeting has been changed from August 8, 2018 to August 15, 2018.

X. Director's Report

Van Patten reported the storm on Friday, June 8, 2018 resulted in water in the Break Room. It is believed this was caused by the way the wind was driving the water towards the building and in some instances in an

upward direction. The water did not cause any damage and was cleaned up without incident.

Van Patten showed the Board a “tote” put together by the Garden Club. The tote has a friendly frog logo and “Let’s Leap into the Dirt” printed on the front. The totes will contain children’s books with a gardening theme, pot with dirt, seeds, and planting instructions, and a spray bottle. The children will keep the pot (with dirt and seeds) and return the tote containing the remaining items. The Garden Club will provide pots with dirt and seeds to replenish the totes as they are returned. The books will be changed regularly.

The 10th Bookfair will take place at the Barnes and Nobles in Clay on November 24, 2018.

- XI. Adjournment. Motion by Maguire, seconded by Downey, that the meeting be adjourned at 8:57 p.m. Carried. The next regular Board meeting will be held on Wednesday, July 11, 2018 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary