

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

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

ABSENT: Robert Manning

ALSO PRESENT: Abraham Morelli

- I. The Board meeting was called to order by Secretary Wells at 7:35 p.m.
- II. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members of library matters.
- III. Oath of Office for Newly-Elected Trustees. The oath of office was administered to newly elected trustees Barbara Aitken and Edward McManus.
- IV. Report of the Nominating Committee and Election of Officers. Downey provided the Board with the Nominating Committee's report: Barbara Aitken for President and Robert Manning for Vice President. No additional nominations were made. Motion by Carpinella, seconded by McManus, that Barbara Aitken be elected President and Robert Manning be elected Vice-President. Carried.
- V. Organizational Details
 - A. Monthly Meeting Night - second Wednesday of each month
 - B. Official Newspaper – Baldwinsville “Messenger”
 - C. Public Fund Treasurer – Tim Lynch
Donation Fund Treasurer – Abe Morelli
 - D. Appoint Secretary - Krista Wells
 - E. Attorney - Rosemary Bucci, Esq.
Motion by Downey, seconded by Maguire, that the organizational details be accepted as presented. Carried.

Secretary Wells turned the meeting over to President Aitken.

- VI. Disposition of Minutes of June 13, 2018 meeting. The minutes were distributed and discussed. Motion by Maguire, seconded by Downey, that the minutes be accepted as presented. Carried.
- VII. Treasurer's Report: Public Fund. The official Public Fund report has not been sent in yet. Van Patten was able to print out current reports. These reports were distributed and discussed. Van Patten requested that the Board encumber \$1,000 in the Recording budget line and \$3,500 in the Book budget line. This money will be used to cover orders submitted in late June for recordings and books. Motion by Carpinella, seconded by McManus, that \$1,000 be encumbered in the Recording budget line and \$3,500 by encumbered in the Books budget line. Carried.
- Motion by Carpinella, seconded by Downey, that \$12,000 be moved from the Non Book budget line and \$200 be moved from the Utilities budget line to cover the current negative budget lines. Carried.
- VIII. Treasurer's Report: Donation Fund. Morelli reported that the Donation Fund has been re-invested in a Certificate of Deposit (CD) at Seneca Bank. The interest rate is 1.61%, with an annual yield of 1.62%. The CD is for one (1) year. The amount of money invested is lower than last year; however the interest rate has increased from 1.25%. Motion by McManus, seconded by Maguire, to accept the Donation Fund Report. Carried.
- IX. Bills: Public Fund. The Public Fund Payable report for the end of the Fiscal Year was factored in to the Treasurer's Report: Public Fund (section VII). The bills for July 1, 2018 to July 11, 2018 were distributed and discussed. Motion by McManus, seconded by Maguire, that the bills for July 1, 2018 to July 11, 2018 be accepted as presented. Carried.
- X. Bills: Donation Fund. No bills presented.
- XI. Public Comments. None.
- XII. Old Business.

A. Updates

1. Library Construction Grants. Van Patten has made inquiries regarding the cost of repairing the Parking Lot. She is currently waiting for call backs. McManus suggested talking to the School District to see if they would cover the cost of their architect creating the bid package. Van Patten

reported there are 250 lights on the main floor and 86 in the basement that have not been replaced. A quote was given for \$9,950 to replace 153 of those lights. Van Patten will reach out to get a quote to replace the remaining lights on the first floor. Motion by McManus, seconded by Maguire, that the lights on the main floor be replaced at one time, using the Fiscal Year 2018/2019 construction grant to cover much of the cost. Carried.

2. Monthly Energy Review. There continues to be a significant downward trend in energy usage.

B. Long Range Plan. The mission statement was discussed by the Board. Motion by Carpinella, seconded by Maguire, that “To nurture love for learning, creativity, and positive collaboration within the community.” be adopted as the official mission statement. Carried.

C. August Meeting Reminder. The date of the August meeting has been moved to August 15, 2018 at 7:30 p.m.

D. Parking Lot. See report in Library Construction Grants (section XII.A.1)

XIII. New Business

A. Petty Cash: Postage Asset Account. Motion by Carpinella, seconded by Downey, that the Petty Cash and Postage Asset Accounts both be set up with \$200 and that the maximum reimbursement for Petty Cash remain \$25. Carried.

B. Purchasing Agents. Motion by McManus, seconded by Downey, that Meg Van Patten, Cindy Snyder, Nancy Howe, and Corrinne Kushner be authorized to sign Purchase Orders. Carried.

C. Year-End Budget Transfers. Item addressed in Treasurer’s Report: Public Fund (section VII).

D. Encumbrances. Item addressed in Treasurer’s Report: Public Fund (section VII).

E. Personnel.

1. Motion by McManus, seconded by Downing, that the Board accept the resignations of: Greg Welcher, effective January 21, 2018; and Cassidy Weese, effective June 11, 2018. Carried.
2. Motion by Clarkson, seconded by Maguire, that the Board appoint Serena Schaeber, Page, at \$10.40 per hour, effective July 1, 2018. Carried.

- XIV. Directors Report. Van Patten reported that each library will be receiving two passes for all Onondaga County Parks. Van Patten also reported that Gardening Bag Kits reviewed at the June Board meeting are available for patrons to check out. The library should receive final approval for the installation of a Little Free Library in Baldwinsville Park by the end of the week (July 13, 2018).

Van Patten reported the purchase of a drop safe to be installed beneath the register. This will allow employees to deposit the money directly in the safe after closing their till. The new style and location of the safe will greatly enhance security of funds.

Van Patten reported an ongoing issue within the library and the system as a whole. DVD's are being removed from the cases (and not replaced). While a large portion of this shrinkage in the library is attributed to patrons, it is believed some shrinkage is occurring during the delivery route. Cameras and repositioning of content is being used to deter theft in the library.

- XV. Adjournment. Motion by Maguire, seconded by Downey, that the meeting be adjourned at 8:41 p.m. Carried. The next Board meeting will be held on Wednesday, August 15, 2018 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary