

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – August 15, 2018

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

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

ALSO PRESENT: Abraham Morelli

The Board meeting was called to order by President Aitken at 7:37 p.m.

- I. Disposition of Minutes of July 11, 2018 meeting. The minutes were distributed and reviewed. Motion by McManus, seconded by Clarkson, that the minutes be accepted as presented. Carried.
- 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. Treasurer's Report: Public Fund. The Budget Status Report as of 06/30/2018 was distributed and discussed. There was no report from this Fiscal Year presented. Motion by McManus, seconded by Maguire, that \$200 be moved from the Salaries-Custodial budget line to the Salaries-Professional budget line to cover the current negative amount. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report was distributed and discussed. Motion by Clarkson, seconded by Maguire, that the report be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable report for 7/11/2018-8/15/2018 was distributed and discussed. Motion by McManus, seconded by Maguire, that the bills for 7/11/18-8/15/18 be accepted as presented. Carried.
- VI. Bills: Donation Fund. The Donation Fund bills reports were circulated and discussed. Motion by McManus, seconded by Maguire, to accept the bills as presented. Carried.
- VII. Public Comments. None.

VIII. Old Business.

A. Updates

1. Library Construction Grants. Van Patten reported that official permission has been granted to complete Phase 2 of the LED conversion. This work has already been completed. Vice-President Manning will create the appropriate report and submit to President Aitken for her signature before submitting the report. Motion by McManus, seconded by Maguire, authorizing the submission of the 2019 NY State Construction Grant Application for "Phase-3 of the Library LED Lighting Technology Conversion" not to exceed \$9,999.00 in total project value. Carried.
2. Monthly Energy Review. There continues to be a significant downward trend in energy usage.

- B. Long Range Plan. Van Patten reported that a document has been created for new patrons. The brochure details information of use to new patrons, including services provided and fines. Van Patten reviewed trainings that will be scheduled for the library staff and informed the Board that State Legislation has come out with guidelines for how libraries should/should not handle opioid issues. This information will be reviewed by the committee.

IX. New Business

A. Personnel Changes.

Motion by Clarkson, seconded by Maguire, that the Board accept the resignation of Katrina Crump effective 7/12/2018. Carried.

Motion by Clarkson, seconded by Maguire, that the Board appoint Aidan Miller as Page at \$10.40 per hour, effective 8/7/2018 and Maria Jordan as Page at \$10.40 per hour, effective 8/7/2018. Carried.

- B. Health Insurance. Van Patten reported some changes to the Health Insurance Plan along with examples of how the School Board plans to mitigate the increase in costs to employees. The changes would currently increase the health insurance costs for two library employees. Motion by McManus, seconded by Maguire,

to table discussion until more information is provided regarding the changes. Carried.

C. Budget Line Transfer. Item addressed in Treasurer's Report: Public Fund (section III).

- X. Directors Report. Van Patten reported that Brown and Brown changed the Disability Insurance carrier from AmTrust to Standard Security. This change was not communicated clearly and resulted in confusion when the Library received a bill from Standard Security. The rate has decreased and Brown and Brown expects improved service from the new carrier.

Van Patten reported that a small section of guard rail has been damaged by a patron. The gentleman contacted the Library to express his wish to have the damage repaired. The damage is very minimal, and no one was injured in the incident.

The newest Little Free Library has been registered and installed. Abe Morelli built the structure, the Friends paid for the materials, and the Rotary installed it in the park. Nancy Howe will maintain both Little Free Libraries with the help of volunteers.

Van Patten reported that a dead tree on an adjacent property caused damage to a staff member's vehicle. A large limb came down during a storm and there were concerns the entire tree could come down in similar conditions. Van Patten contacted the owner of the property regarding the concerns and the owner promptly removed the tree.

Vice-President Manning requested the purchase of Patriotic Banners to be displayed during patriotic holidays such as Memorial Day, July 4th, etc. Van Patten stated the approximate cost for a set of banners is \$270 plus a \$25 set up fee. Motion by McManus, seconded by Maguire, that the purchase of patriotic banners is a good idea and should be done. Carried.

Van Patten reported the receipt of two checks:

\$1,333.65 from Utica National for dividends

\$9,306.60 from the State of New York for State Aid

- XI. Adjournment. Motion by McManus, seconded by Maguire, that the meeting by adjourned at 8:23 p.m. Carried. The next regularly

scheduled Board meeting will be held on Wednesday, September 12, 2018 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary