

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – September 12, 2018

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

ABSENT: Linda Clarkson, Mary Lou Carpinella

ALSO PRESENT: Abraham Morelli

The Board meeting was called to order by President Aitken at 7:34 p.m.

- I. Disposition of Minutes of August 15, 2018 meeting. The minutes were distributed and reviewed. Motion by Maguire, seconded by Downey, 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 concerning library matters.
- III. Treasurer's Report: Public Fund. The Budget Status Reports for 07/01/2017 – 06/30/2018 and 07/01/2018 – 07/31/2018 were distributed and discussed. The reports have not been finalized and currently contain discrepancies. Motion by Maguire, seconded by Downey, that approval of the Budget Reports be tabled pending completion of the reports. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report was distributed and discussed. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable report for 8/15/2018-9/12/2018 was distributed and discussed. Van Patten reported that the water bill for the previous billing period is approximately \$300 more than the same billing period last year. This is attributed to the leak that was detected in the cooling system. At the time it was thought the leak was small, but the amount of the water bill indicates it was larger than it seemed. Van Patten will reach out to the Village of Baldwinsville Water Department to check the meter. Motion by McManus, seconded by

Maguire, that the bills for 8/15/18-9/12/18 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. Manning reported that the 2019 construction grant was submitted on 09/03/2018. The total was \$9,950 to convert 306 lights to LED. OCPL should vote on the grant in the coming week. Once accepted, the grant will be sent to the State and the work can begin.
2. Monthly Energy Review. Manning noted that there continues to be a significant downward trend in energy usage. The downward trend is attributed to a combination of the LED lights and the renegotiated rate that went into effect as of May 1, 2018. The table below shows the energy usage and cost from July 1 to August 31 for 2016, 2017, and 2018.
3. Natural gas usage remains flat.

Year	Dollar Spend	Kilowatts Consumed
2018	\$3,961	48,000
2017	\$5,985	54,000
2016	\$7,056	68,000

- B. Long Range Plan 2012-2018. Maguire reported that the committee has scheduled fire drills and come up with possible activities for Fire Prevention Week. The committee has discussed the possibility of having the staff complete training on a day the library is closed. This will alleviate many scheduling issues and allow the staff to focus solely on their training.

A Strategic Planning Day was discussed. The Library is partnering with the Rotary to host a Strategic Planning Day for the community. Municipalities, schools, and citizens will participate in the activity. It

will be a tightly scheduled day with many presentations and activities to help determine the needs of the community.

The next Long Range Planning Committee meeting will be held on October 16, 2018 at 11:00 a.m.

- C. Health Insurance A breakdown of the cost changes for health insurance coverage effective October 1, 2018 was distributed and discussed. The largest change is the removal of the Single Plus 1 coverage option. Employees currently covered under this option will need to change to the Family plan. This change will negatively impact two library employees. The School District is placing \$100 per year for the next three years into a Health Savings Account for their employees affected by the change. Motion by McManus, seconded by Maguire, that the Library contribute \$100 per year, for the next three years, into a Health Savings Account for the Single Plus 1 employees affected by the Health Insurance changes effective October 1, 2018. Carried.
- D. Parking Lot Update Van Patten reported that King and King Architects and a landscaping architect have looked at the parking lot. It is agreed that the best course of action is to mill the parking lot down 2 to 3 inches. The architects will look into options to fix the low spot at the end of the lot. King and King will also reach out to the Village Engineer to see what can be done regarding the runoff from the snow pile in the adjacent lot. No quotes have been given yet.

IX. New Business

- A. Personnel Changes.
Motion by McManus, seconded by Maguire, that the Board accept the resignations of Michael Scott, Page, effective 8/17/2018, Maddoc Williamson, Page, effective 8/18/2018 and Sharon Impellizzieri, Page, effective 8/31/2018. Carried.

Motion by McManus, seconded by Maguire that the Board appoint Jacqueline Owens as Page at \$10.40 per hour, effective 8/21/2018 and Sarah DiSanto as Page at \$10.40 per hour, effective 8/21/2018. Carried.

- B. Childrens' Librarian Position. The current Children's Librarian, Corrinne Kushner, will retire October 31, 2018. The Board discussed the current salaries and seniority levels of the current librarians across the OCPL system. Van Patten explained the candidate selection process and indicated she would need a salary range before being able to request the list from Civil Service. Van Patten will request the list after September 16, 2018 to ensure she is using the list that scores candidates on new criteria. Motion by Maguire, seconded by Downey, to set the salary range for the Childrens' Librarian Position at \$35,000 - \$53,000. Carried.
- X. Directors Report. Van Patten informed the Board of an incident that occurred Monday resulting in the barring of a patron from the Library. During the process, Van Patten identified a section of the Patron Code of Conduct and Barring Policy that needs to be updated. She is requesting the Board approve the update immediately and review the policy for wordsmithing at a later date. The suggestion was also made to take a "Zero Tolerance" stance on all behaviors deemed unacceptable in the Code of Conduct. Motion by McManus, seconded by Maguire, that the Patron Code of Conduct be updated to include "physical threats, abuse, assault" in the list of Behaviors not permitted on library property and that the Barring Policy be updated to include "physical threats, abuse and assault" in section (2B) These Illegal behaviors will result in permanent eviction from the Library. Carried.
- Van Patten will check with the Library's attorney regarding a policy for when and to whom footage recorded by the Library's security cameras can be released.
- The Board discussed the possibility of a panic type button that staff can press to send a distress call to the local authorities.
- XI. Adjournment. Motion by Downey, seconded by Maguire, that the meeting be adjourned at 9:17 p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, October 10, 2018 at 7:30 p.m.

Respectfully submitted,
Krista Wells, Secretary