

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – September 14, 2016

PRESENT: Barbara Aitken, President; Mary Lou Carpinella, Linda Clarkson, Robert Manning, Ed McManus, Margaret Van Patten, Library Director

ABSENT: Susan P. Downey, Craig Maguire

The 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 August 10, 2016 meeting. The minutes were distributed and discussed. Motion by McManus, seconded by Manning, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report: Public Fund. The Public Fund Reports for June 30, 2016 was distributed and discussed. Motion by McManus, seconded by Manning, that the report be accepted as presented. Carried.  
  
The Public Fund Reports for July 31, 2016 was distributed and discussed. Motion by McManus, seconded by Carpinella, that the report be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund Report was distributed and discussed. Motion by Clarkson, seconded by Manning, that the report be accepted as presented. Carried.
- V. Bills: Public Fund. A Revised Public Fund Payable Report for August 2016 was presented and discussed. The revised report was for \$42,402.75. The Funds Payable Report in August was \$42,403.67. The difference was due to a reduction in the per mile reimbursement from .56 to .54 cents per miles. Motion by McManus, seconded by Manning, that the revised report be accepted as presented. Carried.  
  
The Public Fund Payable Report for September 2016 was presented and discussed. Motion by Manning, seconded by Clarkson, that the September 2016 Public Fund Payable Report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$15,659.07. Carried.
- VI. Bills: Donation Fund. A warrant was presented in the amount of \$430.18 which included a payment of \$45.00 to Nobles Flower Gallery for birthday flowers for Rosemary Bucci and a Deloria Fund reimbursement to the Baldwinsville Library for \$385.18 for books purchased in memory of Claire Deloria. Motion by Clarkson, seconded by Manning, that

the Board approve the payment of \$45.00 to Noble's Flower Gallery and \$385.18 to the Baldwinsville Library. Carried.

VII. Public Comments – None.

VIII. Old Business

A. Updates

1. Library Construction Grants. Manning reported that a New York State Construction Grant application was sent to Onondaga County Public Library for the purpose of retrofitting the globe light fixtures with LED bulbs. The cost of the project is \$9,945 and it is expected that New York State will reimburse the library for 75% of the project. Van Patten reported that the quotes for retrofitting the fluorescent tube fixtures was high and involved new fixtures. Van Patten will share the quote with Bruce King for his input.

Van Patten reported that the updated quote for the current grant to install additional security cameras and connect the drainage pumps to the alarm system was over budget. Van Patten had the vendor separate the cameras and pumps into two quotes. The quote for the cameras is within the budget. The board agreed that Van Patten should go ahead and have the cameras installed and look at the pumps as a separate item once the revised sump quote is received from the vendor.

2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed.

B. Long Range Plan 2014-2016. No Report.

C. Family Medical Leave/Sick Time. The proposed revisions were briefly discussed and Aitken asked that all review the document with the goal of voting on it at the October meeting.

D. Library Clerk III Position. Van Patten distributed a copy of the job description and presented a salary range proposal. Motion by Clarkson, seconded by Carpinella, that the salary range for the position of Library Clerk III be \$35,500 to \$36,000. Carried.

E. Other. None

IX. New Business

A. Personnel Changes. Motion by Aitken, seconded by McManus, to accept the resignations of Library Pages Sydney Molinet effective 6/30/16, Shannon Perrotta effective 8/20/16, Brianna Ragonese effective 8/17/16, Maria Ragonese effective 8/17/16. Carried.

The death of Library Clerk Judith Lease on 8/23/16 was acknowledged by the Board.

Motion by Carpinella, seconded by Clarkson, to appoint to the position of Library Page Jacob Brown effective 8/16/16, Mackenzie Bruen effective 8/16/16, Michael Scott effective 8/17/16, Elizabeth Wiecek effective 8/17/16 at a rate of \$9.00 per hour. Carried.

- X. Director's Report. Van Patten requested that the library delay opening on Saturday, October 1, so that staff may attend the memorial service for Judy Lease. Motion by Carpinella, seconded by Clarkson, to delay opening the library until 1:00PM on Saturday, October 1, 2016. Carried.

Van Patten reported that Waste Management will not pick up used fluorescent light bulbs unless we are a collection site. If we are a collection site, they will provide a recycle container and will pick it up, at no charge, when it is full and replace it with a new container. It was agreed that the library will try it out.

The library had a tent set up at the Museum's book sale. In addition to promoting the library the staff successfully used the web based version of the circulation system to issue four library cards.

Van Patten reported that there was a fight in the library parking lot. One of the parents of the students involved called the police. There have been a couple of other incidents of behavior issues and if needed Van Patten will hire the sheriffs again for after school.

- XI. Adjournment. Motion by Manning, seconded by Carpinella, that the meeting be adjourned at 9:13p.m. Carried. The next regular Board meeting will be held on Wednesday, October 12, 2016 at 7:30 p.m.

Respectfully submitted.

Margaret Van Patten, Secretary Pro-tem