

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – February 10, 2016

PRESENT: Barbara Aitken, President; Linda Clarkson, Carlo Cuccaro, Ed McManus, Margaret Van Patten, Library Director

ABSENT: Linda Clarkson, Bruce King, Robert Manning.

The meeting was called to order by President Aitken at 7:34 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 January 13, 2016 meeting. The minutes were distributed and discussed. Motion by McManus, seconded by Downey, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report: Public Fund. The Public Fund Reports for December 31, 2016 and January 31, 2016 were distributed and discussed. Motion by McManus, seconded by Cuccaro, that the reports be accepted as presented. 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 Payable Report for February 2016 was presented and discussed. Motion by Downey, seconded by Cuccaro, that the February 2016 Public Fund Payable Report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$35,518.57. Carried.
- VI. Bills: Donation Fund. There were no Donation Fund bills.
- VII. Public Comments – None.
- VIII. Old Business
 - A. Updates
 1. Library Construction Grants. Van Patten reported that Manning expects a report by the end of February from Craig Dailey of King and King in regards to the feasibility of solar panels.
 2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed.
 3. Solar Panels. See Library Construction Grants above.

- B. Board Goals for 2015-2016. The goals and the actions taken by the staff related to the goals were distributed.
- C. Long Range Plan. Downey reported that the emergency response plan is almost ready for distribution and the building inventory is being updated.
- D. Schedule Budget Meetings. The Budget Committee will schedule and hold budget meetings prior to the March Board Meeting.
- E. Trustee Election and Budget Vote. The positions held by Cuccaro and King are up for re-election. King has decided that he will not run for re-election. Van Patten reported that arrangements are being made to use the new voting system. Letters will be sent to the past election volunteers to see if they are willing to volunteer to be trained and work the vote.
- F. Working Conditions: Page V-5 of BPL Policy Handbook. Aitken distributed drafts of two possible revisions to the policy. Following a general discussion Aitken will work with the suggestions and have a final draft for the March Board Meeting.
- G. Audit. Aitken advised she had been unable to meet with Attorney Rosemary Bucci but will do so in the future.
- H. Other. None

IX. New Business

- A. Budget. The Budget Committee will have a proposed budget at the March meeting.
- B. Fire Alarm Panel. Van Patten reported that the fire alarm panel is obsolete and it is no longer possible to obtain parts. Syracuse Time and Alarm gave a quote of \$6,788.74 to retrofit the panel with a current model. Motion by McManus, seconded by Cuccaro, that the quote from Syracuse Time and Alarm in the amount of \$6,788.74 be accepted to upgrade the fire alarm panel. Carried.
- X. Director's Report. Van Patten distributed copies of a stamp book created by Librarian Bob Loftus. Each time a patron attends a technology related program they will receive a stamp to place in the book. A prize will be awarded each time the patron has 12 stamps in the book.

Van Patten reported that a resident of the DeWitt Library service area is challenging their ability to put a vote on the school budget ballot for funds to support the library. The fund request is listed separately from the school request so that voters can choose to vote yes or no regardless of how they vote on the school budget. DeWitt is a Free Association (501c3) library and the NYS Education Law allows for the vote.

- XI. Adjournment. Motion by Cuccaro, seconded by Downey, that the meeting be adjourned at 8:43 p.m. Carried. The next regular Board meeting will be held on Wednesday, March 9, 2016 at 7:30 p.m.

Respectfully submitted.

Margaret Van Patten, Secretary Pro-tem