

BALDWINSVILLE PUBLIC LIBRARY  
Board of Trustees  
Minutes of Meeting – January 14, 2015

PRESENT: Barbara Aitken, President; Susan Downey, Ed McManus, Abe Morelli, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary

ABSENT: Robert Manning, Vice President; Linda Clarkson, Bruce King

The meeting was called to order by President Aitken at 7:35 p.m.

- I. Disposition of Minutes of December 17, 2014. The minutes were distributed and discussed. Motion by Downey, seconded by McManus, that the minutes be accepted as presented. Carried.
- II. Treasurer's Report – Public Fund. The report for November 30, 2014 was distributed and discussed. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried.
- III. Treasurer's Report-Special Fund. The Special Funds Report for January 14, 2015 was presented and reviewed. A new column on the "Checkbook" page containing the warrant number for items paid has been added. Motion by Downey, seconded by McManus that the report be accepted as presented. Carried. Morelli volunteered to resign from the Board and to serve as Special Funds Treasurer to address concerns of the auditor in his report. Aitken advised the Board is looking to make recommendations to satisfy State requirements and appointed Morelli to serve on a Board committee for that purpose. This is one area to be addressed in the Board's Corrective Action Plan in response to the audit.
- IV. Bills – Public Fund. A revised Public Funds Payable Report for December 2014 was distributed and discussed. Van Patten advised that the line for Recorded Books, Inc. had been revised from \$27.80 reported at the Board meeting last month was changed to \$37.74 to reflect an additional book that had not been included in the original report. Motion by McManus, seconded by Morelli, that the revised report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$28,857.30. Carried. The Public Funds Payable Report for January 2015 was distributed and discussed. Motion by Downey, seconded by McManus, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$27,021.42. Carried.
- V. Bills – Special Fund. There were no warrants presented for payment.

- VI. Public Comments. Robert Weichert, Earl Styers and Denise Agrippino were present and discussed concerns relating to the State audit and the “Messenger” newspaper story covering the audit. Aitken advised the Board is forming a committee to prepare a Corrective Action Plan (“CAP”) for submission to the State which will also be available to the public. Attached as an addendum to the minutes is a summary of discussions between the public members present and the Board member.
- VII. Old Business
- A. Updates
1. Library Construction Grants. Van Patten reported there was nothing new relating to the grants. The library’s current grant project has been approved by OCPL and is at the State level.
  2. Monthly Energy Use Review. Van Patten distributed the energy reports to date and explained to the public present how the BOCES program worked and how it had saved the library money for electricity usage.
- B. Board Goals for 2014-2015. Van Patten advised the library staff has copies of the Board’s goals and explained what they are doing to support the goals. A report will be given to the Board each month.
- C. Long Range Plan. Downey reported the committee will meet during the month. She explained the concept of a community calendar for Baldwinsville activities and the goal of working with other local groups.
- D. Comptroller’s Audit. Aitken asked for volunteers to work on the CAP. McManus, Morrelli and Downey will serve on the committee with her.
- E. Other. Aitken distributed notes from a Webinar she attended on Finance and Trustees’ Responsibilities and discussed the presentation.
- VIII. New Business
- A. Schedule Budget Meetings. Meetings to prepare the library budget for the coming fiscal year were scheduled for February 5<sup>th</sup> and 19<sup>th</sup>. McManus, Aitken and Van Patten will serve on the committee.
- B. Saturday Schedule. Van Patten explained the need to decide on the number of hours to be worked by Saturday library staff and distributed a budget impact statement for the same. It was the consensus of the Board that it should be part of the budget committee deliberations.

- C. Sick Time. One of the auditor's concerns was the 120 days cap on sick days for employees. Van Patten has been employed at the library for over 35 years and currently has 144 sick days accumulated. Van Patten explained that at the time the cap was created, those who were over the cap were told they were "grandfathered" but there was never a formal motion. Thus the board should consider whether or not to make a formal motion stating that she is "grandfathered". And a decision needs to be made on the total number of sick days which can be accumulated by library staff. It was the consensus of the Board that this should be part of the CAP.

- X Director's Report – Van Patten reported the library received a check for \$100.00 from the young girl who participated in the damage to the study room rug. This was deposited into the Building Repair line on the budget.

On the evening of December 22<sup>nd</sup>, two boys removed all of the caulking from the two columns at the parking lot entrance. Police investigated and were able to determine the identity of the boys. The quote for repair of the damage is \$300.00 and the cost will be split between the boys. Based on the library's banning policy, the younger boy (age 14) has been banned for three months. This was the older boy's third offense and, accordingly, he has been banned for life.

The library received a check for \$926.50 for its final grant money for last year's grant. The sum of \$8,338.50 had previously been received, for a total of \$9,265.00.

The Friends of the Library met and agreed to pay for 72 mugs with the library logo and a new tent for outdoor events.

Work is continuing on the Whistleblower Policy for the library.

No resolution has been reached concerning the difficulty of moving the piano because of its wheels. Options are being investigated.

- XI. Adjournment. Motion by Downey, seconded by Morelli, that the meeting be adjourned at 9:15 p.m. Carried. The next regular Board meeting will be held on Wednesday, February 11, 2015 at 7:30 p.m.

Respectfully submitted

Elizabeth Brainerd