

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – July 8, 2015

PRESENT: Barbara Aitken, President, Susan Downey, Robert Manning, Carlo Cuccaro, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary

ALSO PRESENT: Abe Morelli

ABSENT: Linda Clarkson, Bruce King, Ed McManus

- I. The meeting was called to order by Secretary Brainerd at 7:35 p.m.
- II. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board or Library matters.
- III. Oath of Office for Newly Elected Trustees. The oath of office was read aloud and signed by newly elected trustees Carlo Cuccaro and Susan Downey.
- IV. Report of the Nominating Committee and Election of Officers. Downey read the list of nominees as follows: President – Barbara Aitken; Vice-President – Robert Manning. The secretary asked for other nominations from the floor. There were none. Motion by Downey, seconded by Manning, that the slate of officers be accepted as presented and the officers elected to their posts. Carried.
- V. Organizational Details. Aitken presented the following:
 - A. Monthly Meeting Night: Second Wednesday of each month
 - B. Official Newspaper: *Baldwinsville Messenger*

Motion by Downey, seconded by Cuccaro, that the monthly meeting night and official newspaper be accepted as presented. Carried.

 - C. Appointment of Public and Donation Fund Treasurers: Aitken presented the following: Appointment of Tim Lynch as Public Funds Treasurer, and Appointment of Abe Morelli as Donation Fund Treasurer. Motion by Downey, seconded by Manning, that the appointments be accepted as presented. Carried.
Motion by Downey, seconded by Manning, that Abe Morelli be permitted to speak on financial issues relating to the library during all Board meetings. Carried.
 - D. Appointment of Secretary: Aitken proposed Elizabeth Brainerd as Board Secretary. Motion by Downey, seconded by Cuccaro, that the appointment be accepted as presented. Carried.

E. Appointment of Board Attorney. Aitken proposed Rosemary Bucci as Board Attorney. Motion by Downey, seconded by Manning, that the appointment be accepted as presented. Carried.

- VI. Disposition of Minutes of June 10, 2015 Meeting. The minutes were distributed and discussed. Motion by Downey, seconded by Cuccaro, that the minutes be accepted as presented. Carried.
- VII. Treasurer's Report: Public Fund. No report.
- VIII. Treasurer's Report: Donation Fund. The Donation Fund report was distributed and discussed. Morelli advised the Board that he had been able to negotiate a Certificate of Deposit interest rate of .9% for a thirteen month CD. He reported that new laws require penalties for early withdrawals. Motion by Manning, seconded by Downey, that the report be accepted as presented. Carried.

Morelli advised he had checked with the bank concerning having two signators for Donation Fund checks and was advised that the bank always requires only one signature on a check. Motion by Downey, seconded by Cuccaro, that (1) only one signature be required for payment on Donation Fund checks, (2) that three copies of the warrant is prepared for every check written and (3) that no checks will be issued without three copies of the warrant. Carried.

- IX. Bills: Public Fund. The Public Fund payable reports for Year-End and July were presented and discussed. Motion by Manning, seconded by Downey, that the Year-End report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$46,399.03. Carried. Motion by Cuccaro, seconded by Manning, that the July report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$15,634.22. Carried.
- X. Bills: Donation Fund. A warrant was presented in the amount of \$125.69 for payment of a display holder with monies donated by the Jenkins family. Motion by Downey, seconded by Manning, that the warrant be paid. Carried.
- XI. Public Comments: None.
- XII. Old Business
- A. Updates
1. Library Construction Grants. Manning reported that the 2014-15 grant has still not been awarded, due to a hang-up in the Dormitory Authority. However, as soon as the glitch has been solved, the library will get a check for 90% of the grant immediately and will get the last 10% after the project has been completed.
- Manning then distributed and explained a proposal from Securitronics for the new 2015-16 grant, which will involve the purchase and installation of two new cameras, an upgrade of other cameras currently being used in the library, and a sump pump alarm integration system at a total cost of \$9,855.00. Motion by Manning, seconded by Downey, to accept the proposal from Securitronics and

use it as this year's Library Construction Grant in the amount of \$9,855.00.
Carried.

2. Monthly Energy Use Review. The June energy report was distributed and discussed. The June energy cost has not yet been posted by National Grid, but Manning opined that the projected total cost for the year would be between \$39,000.00 and \$40,000.00.

- B. Long Range Plan 2014-2016. Downey reported that a meeting was scheduled to review comments from the staff relating to the fire drill recently held at the library and to review the library's disaster plan.
- C. Carpet. VanPatten reported that the walk-off carpeting had been installed and the staff had participated in a staff development day during that time. The balance of the carpet for installation up to the reference desk has arrived and is currently scheduled for installation the last Sunday in July. After discussion, it was determined that Van Patten would obtain quotes for additional carpeting to extend to the front door with the possible result of completing the installation of all required carpeting for the library at the same time. She will report at the next meeting on cost and scheduling possibilities.
- D. Public Bathrooms. Van Patten submitted quotes and samples from companies for installation of new granite countertops in the bathrooms for review and discussion. Motion by Manning, seconded by Cuccaro, to accept the proposal from Vallars Company for installation of antique white granite in the bathrooms at a cost of \$2,932.50. Carried. There was also discussion concerning the possible purchase of hand dryers for the bathrooms. It was the consensus of the Board that Van Patten should investigate the sound levels of various dryers and report at the next meeting.

XIII. New Business

- A. Petty Cash: Postage Asset Account. Motion by Manning, seconded by Downey, that the library maintain a petty cash account and a postage asset account, each in the amount of \$200.00. Carried. Motion by Downey, seconded by Cuccaro, that all cash reimbursements to staff and others from these accounts for personal funds expended be limited to \$20.00 for each reimbursement. Any reimbursement amount over \$20.00 is to be paid by check. Carried.
- B. Purchasing Agents. Motion by Cuccaro, seconded by Manning, that Meg Van Patten and Cindy Snyder be designated as Purchasing Agents for the library. Carried.

- C. Year-End Budget Transfers. Van Patten distributed the report of the library's operating expenses for the 2014-2015 fiscal year.

After discussion, motion by Manning, seconded by Downey, that the following transfers be made: \$12,100.00 transferred from "Maintenance Expenses" to the "Equipment" line; and \$540.00 transferred from "Fees" to the following accounts: Dues - \$100.00; Rent/Repair Equip. - \$10.00; Repairs/Building - \$40.00; Telephone - \$60.00; Custodial Supplies - \$300.00; Disability - \$30.00. Carried.

After discussion and review of anticipated future expenses, motion by Cuccaro, seconded by Downey, that the following encumbrances of library funds be made: \$70,000.00 for carpeting from the center part of the library to the windows, including the study room; \$200.00 for support of the NYLA/CLSE library booth at the New York State Fair; \$668.00 for Julia Schultz for conference lodging; \$240.54 to Key Bank for conference expenses; \$2,010.26 to 3M for recordings; \$1,400.00 to Barnes and Noble for books; \$199.98 to Key Bank Best Buy and \$207.96 to Key Bank Music & More for New Innovation. Carried.

XIV. Director's Report

Van Patten reported that the plan adopted at the last Board meeting for reduction of 1% of the library budget under the Government Efficiency Plan was not acceptable to the State and the Board would be investigating other options at a future time.

Van Patten reported the new TV in the Children's Room had fallen off the wall. Jim Messenger reinstalled it and paid for damage to a table it hit.

Van Patten advised that GM had paid for only one of the new benches purchased for the back of the building, since only one had been damaged by the driver who hit it, even though it was necessary to replace both to ensure they matched. The library received half of the total cost for the two benches.

- XV. Adjournment. Motion by Downey, seconded by Manning, that the meeting be adjourned at 9:50 p.m. Carried. The next regular Board meeting will be held on Wednesday, August 12, 2015 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary