

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – June 10, 2015

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

ABSENT: Bruce King, Robert Manning, Edward McManus

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

- I. Disposition of Minutes of May 13, 2015. The minutes were distributed and discussed. Motion by Clarkson, 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 or library matters.
- III. Treasurer's Report – Public Fund. The Treasurer's Report was distributed and discussed. Aitken pointed out the difference between the April membership dues line of \$2,779.79 and the May membership dues line of \$2,581 and questioned why the May line was lower than the April line. Van Patten felt there was likely an error in posting and will investigate and report at the July meeting. Motion by Morelli, seconded by Downey, report be accepted as presented. Carried.
- IV. Treasurer's Report – Special Fund. The Special Fund Report was presented and discussed. Motion by Clarkson, seconded by Downey, that the report be accepted as presented. Carried.
- V. Bills -- Public Fund. The Public Fund payable report for June 2015 was distributed and discussed. Motion by Morelli, seconded by Downey, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$45,455.58. Carried.
- VI. Bills – Special Fund. A warrant in the amount of \$70.00 for payment to Noble's Florist for a flower arrangement for the Ruth Connell Award Day was presented. Moved by Downey, seconded by Clarkson, that the warrant be paid. Carried.
- VII. Public Comments – None.
- VIII. Old Business
  - A. Updates
    1. Library Construction Grants. Van Patten advised that the large screen TV in the Children's Story Room was operating and the project had been completed.

She reported that Manning is working on the next grant. The library has received a quote for under \$10,000.00 from Securitronics (1) to tie an alarm into the security system to provide an alert if pumps in the basement fail, and (2) to provide additional cameras in library areas where surveillance is not now possible. It was the consensus of the Board that this might be a possible use for the grant money.

2. Monthly Energy Use Review. No report.

B. Long Range Plan 2012-2016. Van Patten reported the committee had not been able to meet during the month. She also advised that there was a fire drill in the library and staff feedback was positive.

C. Rescind Tax Cap Resolution. Aitken advised that since the library budget had not exceeded the tax cap and the Board had passed a resolution to do so if necessary, it was now required that the Board rescind that resolution. Moved by Morelli, seconded by Clarkson, that the Board repeal the November 12, 2014 resolution to override, for the July 1, 2015-June 30, 2016 fiscal year, the tax levy limit imposed by Municipal Law Section 3-c(3). Carried.

D. Government Efficiency Plan. This plan represents a proposal to reduce the money received by the library from taxes by 1%, which is about \$14,000.00 for the fiscal years beginning 2016, 2017 and 2018. This would require either reducing the library budget itself by 1% or acquiring the money from some source other than public funds. Van Patten advised that the plan has been completed.

E. Corrective Action Plan: Private Fund Recommendations IV, V, VI .

1. Name Change. Motion by Clarkson, seconded by Downey, that the name of the Private Fund be changed to the Donation Fund. Carried.

2. Auditors Recommendations IV, V, and VI were discussed:

Recommendation IV. Motion by Aitken, seconded by Clarkson, that all claims paid from the Donation Fund are audited and approved prior to payment and are supported by a warrant with detailed invoice, receipts, or other documentation attached. Carried.

Recommendation V. Motion by Aitken, seconded by Downey, that reimbursements from the Donation Fund will require a claim with documentation from each individual involved and that reimbursement will be made in the form of a check to each individual. Carried.

Recommendation VI. Motion by Aitken, seconded by Downey, that pre-numbered receipts are sent to every donor and duplicates of those receipts be kept on file for three years. Carried.

Recommendations I, II and III were also discussed. Aitken is meeting with Attorney Rosemary Bucci to discuss them in detail and will report at the July meeting.

- F. Carpet. Van Patten reported the library will be closed on June 16<sup>th</sup> for a Staff Development Day and the walk-off carpet in the entry will be installed that day. The balance of the carpeting will not be available until later in the month due to a computer glitch on the part of the manufacturer. Van Patten checked with SED to see if the deadline to install the carpeting could be extended to prevent the loss of the grant, which required installation by the end of the month, and was given an extension to July 30, 2016. The carpet will be installed on a Sunday in July when the library is normally closed. There was discussion that the manufacturer might be willing to offer a discount in price for the inconvenience created by their delay. Van Patten will check.
- G. Public Comments Policy. The Public Comments Policy and Intent to Speak Form were distributed and discussed. Motion by Downey, seconded by Morelli, that the policy and form be approved as presented. Carried.
- H. Other. Van Patten advised that the library's insurance policy did not include coverage for the damage in the basement caused by the flooding due to the pump failure and would have to be paid from the library budget.

IX. New Business

- A. Report of Nominating Committee. Downey reported that the slate of candidates for 2015-2016 Library Board officers were as follows: President – Barbara Aitken; Vice-President – Robert Manning; Public Fund Treasurer – Tim Lynch; and Secretary – Elizabeth Brainerd. A Donation Fund Treasurer will be appointed at the July meeting.
- B. Set Budget Vote Date. Motion by Morelli, seconded by Downey, that the next annual library budget vote be held on April 21, 2016. Carried.
- C. Insurance Policy. Van Patten discussed the new insurance policy for the library. The premium of \$9,404.63 represents a 4% increase over last year. She also reported that the library would be receiving a dividend from the insurance company in the amount of \$1,200.90. Motion by Downey, seconded by Clarkson, that the Board approve the policy. Carried

IX. Director's Report

Van Patten advised that she had received a Foil request asking for, in electronic form, all of the library's purchase orders containing vendor information from 2010 to date. The request was from a company which uses its database to sell the information. She spoke with Attorney Cook in the Bucci Office about how to respond to the request. Ms. Cook will research the question of whether a response is required and advise. Morelli suggested that if the library must comply Van Patten should advise the person requesting the information that he is free to come to the library and review the invoices, rather than have library personnel take the time and effort to prepare the response in electronic form.

Van Patten reported that because of an error on the School District's part, Julia Schultz had been overpaid \$90.00 in her salary. Now that the error had been discovered, Van Patten was seeking direction from the Board on how to deal with the repayment to the district. After discussion it was the consensus of the Board that Julia be allowed to repay the \$90.00 in one lump sum or in increments and that the District offer her an apology for the mistake.

Van Patten reported that Channel 9 wants to do a story about the Little Free Library in Baldwinsville. A reporter will be at the library June 12<sup>th</sup> at 10 a.m. to film the story. Van Patten requested that Morelli be present to explain the project and he agreed to be there.

Van Patten demonstrated the use of the new video system in the Children's Story Room through a project initiated by Diane Holbert, who had recently completed an internship at the library. Diane digitized many of the photographs of the library depicting its history and put it online, together with descriptions and stories about the photographs. When her internship was completed, Diane continued to work on the project as a volunteer and then as a librarian. Through her efforts the library is now part of the New York Heritage site online. The Board felt Diane was owed a debt of gratitude for her work.

- X. Adjournment. Motion by Downey, seconded by Clarkson, that the meeting be adjourned at 9:45 p.m. Carried. The next regular Board meeting will be held on Wednesday, July 8, 2105 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary