

BALDWINSVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Minutes of Meeting - March 18, 2015

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

ABSENT: Bruce King, Robert Manning

PUBLIC: Denise Agrippino

The meeting was called to order by President Aitken at 7:30 p.m.

- I. Disposition of Minutes of February 11, 2015. The minutes were distributed and discussed. McManus pointed out that Section II of the minutes should read "Public" as opposed to "Special: Fund. He also noted that under Section IV, second paragraph, first line, the words "Special Funds" should be inserted before the word "accounts" and the word "library" should be eliminated. Motion by McManus, seconded by Downey, that the minutes be accepted as corrected. Carried.

Disposition of Minutes of February 27, 2015. Aitken pointed out that her name was misspelled in the second paragraph under Section 1. Motion by Morelli, seconded by Clarkson, that the minutes be accepted as corrected.

- II. Treasurer's Report - Public Fund. The report for January 31, 2015 was distributed and discussed. Motion by Morelli, seconded by Downey, that the report be accepted as presented. Carried.

The report for February 28, 2015 was distributed and discussed. Motion by Morelli, seconded by Downey, that the report be accepted as presented. Carried.

- III. Treasurer's Report - Special Fund. The Special Fund report dated February 11, 2015 was distributed and discussed. Motion by Clarkson, seconded by Downey, that the report be accepted as presented. Carried.

- IV. Bills - Public Fund. The Public Fund payable report for March 2015 was distributed and discussed. Aitken pointed out that the bills for ALA in the amount of \$55.00, Ever-Clean Cleaning in the amount of \$279.62, Harrison Audio & Stage in the amount of \$100.00, Michael Grimm Services, Inc. in the amount of \$982.00, Anna Perun in the amount of

\$60.00, Securitronics Company, Inc. in the amount of \$2,666.60, The Hamilton Group in the amount of \$199.00, University Products, Inc. in the amount of \$225.78 and Village of Baldwinsville - Water Dept. in the amount of \$113.29 had been authorized by her and previously paid to avoid late charges. Motion by Morelli, seconded by Downey, that the payment of those bills be approved. Carried. Motion by Morelli, seconded by Downey, that the entire report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$26,689.13. Carried.

- V. Bills - Special Fund. None
- VI. Public Comments. Ms. Agrippino asked to see a copy of the Corrective Action Report and Van Patten advised it is available in the library. Agrippino asked about a change in Saturday hours for part-time help. Van Patten explained that it is not going to happen at this time. Agrippino wanted to know if new employees on the maintenance staff will be coming up for evaluation and how the employees are evaluated. Van Patten explained evaluation periods and the conduct of evaluations are explained in the employee handbook and specific evaluations for specific employees cannot be discussed with the public.
- VII. Old Business
- A. Updates:
1. Library Construction Grants. Van Patten advised that the second stage of current grant is ready to be discussed. Manning sent an e-mail asking for dates when members would be available to meet with Jim Messenger to discuss the construction grant and the preparation for the Barnes & Noble book sale. It was decided the group would meet April 2nd at 11 a.m. and April 6th at 2 p.m.
  2. Monthly Energy Use. Van Patten distributed the energy reports to date. She advised that the current BOCES contract will expire April 30th and an increase in fees is anticipated.
- B. Long Range Plan. Van Patten advised that a meeting with the Volunteer Center, Chamber of Commerce and library staff members is scheduled for the first week in April to discuss the possibility of preparing a community-wide calendar. She will also contact the school and other organizations to invite them to participate.

Participants in the Community Input Day will be invited to an update meeting.

Van Patten has met with a library school student who is working on a community analysis project. The student did a survey on Facebook and the library's web page and received a lot of interest from the public.

- C. Annual Budget Vote and Trustee Election.
1. The public information meeting date has been set for the April 8th meeting at 7 p.m.
  2. Petitions on File by March 23, 2015 - Van Patten advised that Denise Agrippino has picked up a petition to run for Sue Downey's position. Clarkson advised that Craig Maguire has picked up a petition and Carlos Cuccaro has picked up a petition to run for the unexpired term of Abe Morelli. Van Patten advised petitions must be filed at the school district office by March 24<sup>th</sup>. She also reported that the library can still use the lever voting machines this year.
- D. Board Goals for 2014-2015. Board goals accomplished to date were distributed and discussed. Van Patten advised the Board that one library patron who had received help from the staff later presented the library with a \$125.00 donation.
- E. Personnel Policies.
1. Amend Policy Handbook Page V-13, Vacation Eligibility, Item 2, Last Sentence. Van Patten explained the proposed change in the handbook relating to part-time staff vacation eligibility. It appears that the second sentence provides the potential for someone to earn double credit toward vacation time. Motion by Morelli, seconded by Downey, that the second sentence of the policy be eliminated. Carried.
  2. Cancer Screening Policy. Van Patten advised that to be in compliance with NY CVS Law Section 159-b: NY Code Section 149-B, the library must approve a policy allowing employees to be excused to undertake a screening for breast and prostate cancers for a period not to exceed four hours on an annual basis. She will prepare the formal policy language and submit it to the Board at the April meeting for approval.
  3. Employee Sick Time. Van Patten explained that a limit of 120 sick days was established for employees after she had joined the staff. At present she has 147 ½ sick days and is the only library employee with more than 120. Board action to either approve the sick days accumulated by her or to reduce her sick days to 120 is required. Motion by Clarkson, seconded by Downey, that any employee who had more than 120 sick days at the time the 120 day limit was approved be grandfathered to allow them to retain their total sick days. Carried.

F. Other. None

VIII. New Business

- A. Budget Presentation. McManus presented and explained the proposed budget for 2015-2016. Motion by Morrelli, seconded by Clarkson, that the budget be approved as presented.
- B. Tax Cap Update. McManus distributed the real property tax cap for the coming fiscal year.
- C. Election and Public Strategy. Van Patten advised Suzanne McCarthy is working on the public information flyer and bookmarks. The flyers will be distributed at the banks and the Senior Center. McManus suggested that the Town Hall and Clarkson suggested the school district offices also be included. Information relating to the budget and election of trustees is on the library web page. Van Patten will do a presentation at Rotary and the Chamber of Commerce luncheon and will send press releases to the *Baldwinsville Messenger*, *The Post Standard*, and the Radisson and Canton Woods news letters. Notices for the book sale are already posted locally and will also be posted in Oswego and Liverpool.
- D. Annual Report. The library's annual report was presented and discussed. Motion by McManus, seconded by Morelli, that the annual report be approved. Carried.

IX. Director's Report.

VanPatten announced she will be filling a part-time clerical position in the near future because a current part-time clerk is retiring.

She is in the process of switching to using the Polaris acquisitions module in the library.

She discussed library roof leaks and provided pictures of the same. The pictures were sent to King & King for their input. Josall has made suggestions for changes in the library skylight.

VanPatten provided samples of suggested countertop materials to be used in the repair of library bathrooms. Roma Tile is the company being considered.

She advised issues with the carpeting and the replacement of the outside bench are still in process.

President Aitken read a Memorandum of Law prepared by the Bucci Law Office relating to the audit of the library private fund by the State auditor. The Memorandum's finding was that, because the funds are not taxpayer funds, they are not subject to audit. Since it was not addressed, Aitken will contact the Bucci Office to determine whether a library Board member may serve as Special Fund Treasurer.

- X. Adjournment. Moved by McManus, seconded by Morelli, that the meeting be adjourned at 9 p.m. Carried.

Respectfully submitted,

Elizabeth Brainerd, Secretary