

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – May 13, 2015

PRESENT: Barbara Aitken, President, Susan Downey, Linda Clarkson, Robert Manning, Ed McManus, Abe Morelli, Trustee Elect Carlo Cuccaro, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary

ABSENT: Bruce King

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

- I. Disposition of Minutes of April 8, 2015. The minutes were distributed and discussed. Motion by Manning, seconded by Downey, that the minutes be accepted as presented. Carried.
- II. Treasurer's Report – Public Funds. The Treasurer's Report was distributed and discussed. Van Patten pointed out that the budget will go over on the Building Repairs line because of recent problems with the pumps. Motion by Morelli, seconded by Downey, that the report be accepted as presented. Carried.
- III. Treasurer's Report – Special Funds. The Special Funds report was distributed and discussed. Motion by Manning, seconded by McManus, that the report be accepted as corrected. Carried.
- IV. Bills – Public Funds. The Public Funds payable report for May 2015 was distributed and discussed. Motion by Manning, seconded by Downey, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$44,667.41. Carried.
- V. Bills – Special Fund. A warrant was presented for payment of books purchased with funds donated for that purpose and for expenses in connection with the Ruth Connell Award in the total amount of \$313.99. Motion by McManus, seconded by Downey, that the warrant be paid.
- VI. Public Comments – Denise Agrippino was present and asked if any decision had been made on the method of moving the library's piano. VanPatten advised it had not yet been decided. Ms. Agrippino also asked if a decision had been made on the purchase of bathroom counter tile for the two public bathrooms and VanPatten advised it was an agenda item during the meeting.

VII.

Old Business

A. Updates

1. Library Construction Grants. Manning reported that last year's grant had been completed the prior week. There is now a new large screen display in the Children's Story Room and six speakers in the ceiling. It was agreed that the Board would hold its June meeting there. Manning explained the goal was to make the children's Story Room a stand-alone community room and that goal has been met. He reported he is expecting the OCPL award announcement in the near future and the Board can then submit the completion form.

OCPL has asked for the library's intent to apply for the 2016 grant in the amount of \$10,000.00 and the Board will do so. Manning felt one of the options for the use of the money might be to purchase a high efficiency pump. He also felt the staff might contribute ideas. Motion by Manning, seconded by McManus, to forward to OCPL the library's notice of intent to apply for a \$10,000.00 construction grant this year. Carried.

2. Monthly Energy Use Review. The energy report was distributed and discussed. Manning reported that beginning May 1st the new electric rate of 6.06 cents would be in place. The previous rate had been 4.85 cents and the increase should result in a cost to the library of approximately \$40,000.00. This would be under the budgeted amount of \$50,000.00. VanPatten reported that the library had been advised by BOCES that the library's payments to date made a final payment for the past fiscal year unnecessary.

3. Corrective Action Plan Review. Aitken distributed the Corrective Action Plan (CAP) prepared by the Board in response to the audit. She pointed out that many of the recommendations have already been implemented. It was decided that each auditor's recommendation and the Board's proposed implementation will be reviewed and discussed at the June meeting. Manning recommended follow up for each implementation to determine if it is working. Aitken advised she is meeting with Attorney Rosemary Bucci to discuss the CAP.

B. Long Range Plan 2014-2016. VanPatten reported the committee had met and provided an update on Jennifer Morris's previous presentation. She also reported three fire drills have been scheduled.

C. Annual Budget Vote and Trustee Election. VanPatten reported that the budget had passed with 226 "yes" votes and 28 "no" votes. Sue Downey was re-elected to a five year term. There were 154 votes for Sue Downey, 43 votes for Denise Agrippino and 43 votes for Craig Maguire. Carlo Cuccaro was elected to the unexpired one-year term on the board with 208 votes.

- D. Conflict of Interest Policy. Aitken distributed and explained the proposed policy. It was the consensus of the board that the policy should be addressed at each Board meeting as an agenda item directly following the disposition of minutes. It was also decided that it would be appropriate to include a copy of the policy with the petitions for election to the Board and that it should be part of the Trustee oath of office. Motion by Manning, seconded by Downey, that the policy be included in future agendas of the Board meetings immediately following the disposition of minutes, to be addressed as part of the normal business of the board. Carried. Motion by Morelli, seconded by Clarkson, that the Board insert the policy as written into the employee handbook. Carried.
- E. Public Comments Policy. The policy was distributed and discussed. Proposed additions and revisions to the policy were suggested. Aitken will present the revised policy for consideration at the June meeting. McManus inquired about the status of a Whistleblower Policy and it was decided it would be part of a future meeting agenda.
- F. Bench. VanPatten presented a proposal for two new benches at a cost of \$843.00 each, for a total of \$2,120.50 including shipping. Motion by Manning, seconded by McManus that the library purchase the benches in a dark green color. Carried. Manning suggested the Board consider using the bench currently in the back of the library in another spot on library grounds.
- G. Carpet. VanPatten reported the library had received a grant of \$5,000.00 from Assemblyman Magnarelli's office toward the purchase of carpet. Information compiled by King on proposed selections was distributed and discussed. The cost of "walk off" carpet near the back entrance would be approximately \$5,000.00 and the balance of the carpeting would be an additional \$5,600.00. The project must be completed by the end of June to qualify for Assemblyman Magnarelli's grant. Motion by McManus, seconded by Clarkson, that the library purchase the new carpet as recommended by King to cover both the "walk off" carpet and the carpet to extend to the Genesee Street entranceway. Carried.
- H. Public Restroom Sinks. VanPatten provided a sample of the tile recommended by King for the two public bathrooms at a cost of \$3,900.00 from Roma Tile and Marble. After discussion, it was decided that the Board would seek at least one more quote before making a decision. It was also suggested that the project could be moved into next year's budget.
- I. Pumps. VanPatten reported two new pumps have been installed. The system was originally designed for two pumps, but only had one. Cooney has to install

the control panel before they will be fully operational. He will rebuild one of the pumps in the basement some time in the future. He suggested tying in an alarm system with Securtronics to alert library personnel to any pump failure such as the one which caused water to back up in the basement.

- J. Other. Downey advised Ruth Connell Day will be held on May 28th and Board members volunteered contributions for the event.

VIII. New Business

- A. Agreement Between BPL and Baldwinsville School District. The proposed Agreement Between BPL and the Baldwinsville School District was distributed and discussed. McManus felt that #7 on the Agreement should be deleted. Aitken advised that she is meeting with Attorney Rosemary Bucci to discuss changing the name of the Private Fund. Motion by Morelli, seconded by McManus, that the Agreement be approved with the deletion of the words “and special funds established by the Library Board” from #7 of the Agreement. Carried.
- B. Adjustment of Salaries Effective July 1, 2015. The salary proposals for 2015-2016 were distributed and discussed. Motion by McManus, seconded by Downey, that the Board approve the salary changes for the staff as presented to become effective July 1, 2015. Carried.
- C. Appoint Nominating Committee. Sue Downey and Linda Clarkson were appointed as the nominating committee for officers and secretary for the 2015-2016 fiscal year.

IX. Director’s Report

Van Patten asked the Board for permission to close one day in June to install the carpeting and hold a staff development day. Motion by Morelli, seconded by Downey, that the day to close be determined at the discretion of the Director after coordinating the time with the carpet installer. Carried.

Manning announced that Assemblyman Barclay will be at the library on Friday at 4 p.m. and urged Board members to attend.

- X. Adjournment. Motion by Clarkson, seconded by Morelli, that the meeting be adjourned at 9:45 p.m. Carried. The next regular Board meeting will be held on Wednesday, June 10, 2105 at 7:30 p.m.

Respectfully submitted,

Elizabeth Brainerd, Secretary