

BALDWINSVILLE PUBLIC LIBRARY

Board of Trustees

Minutes of Meeting – November 11, 2015

PRESENT: Barbara Aitken, President; Robert Manning, Vice President; Linda Clarkson, Carlo Cuccaro, Susan Downey, Bruce King, Edward McManus, Margaret Van Patten, Library Director

ALSO PRESENT: Abe Morelli

ABSENT: Elizabeth Brainerd, Secretary

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

- I. Disposition of Minutes for October 13, 2015 meeting. The minutes were distributed and discussed. Motion by Manning, seconded by McManus, 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 members or library matters.
- III. Treasurer's Report – Public Fund. The Treasurer's Report was distributed and discussed. Van Patten addressed insurance and telephone encumbrances. Motion by Manning, seconded by McManus, that the report be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report was distributed and discussed. Motion by McManus, seconded by Downey, that the report be accepted. Carried.
- V. Bills – Public Funds. The Public Funds payable report for November 2015 was distributed and discussed. Motion by Manning, seconded by King, that the entire report be accepted, subject to the review of the claims auditor, for payment of bills in the amount of \$93,492.61. Carried.
- VI. Bills – Donation Fund. VanPatten reported that the unofficial figures from the annual Library Book Sale were \$6747.00, which is slightly lower than previous years. Gift allowances were discussed. Motion by McManus, seconded by Downey, that Jerry Nichols be consulted on the issue. Carried.
- VII. Public Comments – None.

VIII. Old Business

A. Updates

1. Library Construction Grants. Manning reported that the 2016 library construction grant request was submitted on August 30th for the enhancement of the security system and the integration of the sump pumps into the alarm system. On September 16th, OCPL approved the request and forwarded it to Albany.
2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed. Manning reported a slight increase in electricity rates but that we were tracking under the yearly budget of \$50,000. He also discussed the future viability of solar panels.
3. Fundraiser. The Barnes and Nobles fundraiser is set for 11/28. Bookmark reminders were distributed and the drawing for a Samsung tablet was discussed.

B. Carpet. VanPatten reported that the carpet was installed successfully and that remaining carpet tiles are stored in the basement.

C. Audit. Recommendation VII - That the Library Board require all employees complete and sign time records attesting to the time worked and leave time used and that such records include supervisory approval. Van Patten presented and discussed a revised draft of the time sheet for part-time employees. Motion by McManus, seconded by Clarkson, to accept the time sheet as presented. Carried.

IX. New Business.

- A. Personnel. VanPatten discussed resignation of page, Kalie Arnold. Motion by King and seconded by McManus to accept resignation. Carried.
- B. Holiday Library Schedule. VanPatten reviewed and discussed holiday schedule. Motion by King and seconded by Manning to accept schedule. Carried.
- C. Tax Cap Resolution. Discussed by VanPatten. Vote postponed until Elizabeth Brainerd, Board Secretary is present.
- D. Flower Beds. VanPatten provided update. An herb garden is proposed for near the book drop.

X. Director's Report

Van Patten reported that adolescents continue to congregate on side of library. There was a discussion of installing "skateboard clips" on walls outside library. VanPatten discussed ongoing talks with Baldwinsville Police Department regarding a presence outside of the Library as a deterrent. There was a discussion of changing the ice melt system but a decision was postponed until determining if sidewalk clearance was an ongoing problem. VanPatten and the Board considered holiday decorations in the Library. Issues of inclusion of a variety of holiday representations were discussed. VanPatten will consult with school district on how they handle this issue.

- XI. Adjournment. Motion by Downey, seconded by McManus, that the meeting be adjourned at 9:13. Carried. The next regular Board meeting will be held on Wednesday December 9th at 7:30 pm.

Respectfully submitted,

Carlo Cuccaro, Trustee