

## Baldwinsville Public Library

Board of Trustees  
Minutes of Meeting – October 13, 2015

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

ABSENT: All present.

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

- I. Disposition of Minutes of September 9, 2015 meeting. The minutes were distributed and discussed. Motion by Manning, seconded by Clarkson, 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 Public Fund reports for July 31 and August 31, 2015 were distributed and discussed. Van Patten advised that the year-end report is not yet available and explained the negatives on various lines of the report. Motion by McManus, seconded by Downey, that both reports be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report was distributed and discussed. Aitken noted that the only withdrawal was for payment of the book approved at the September meeting from funds donated on behalf of Nelson Butler. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund payable report for October 2015 was presented and discussed. Motion by McManus, seconded by Downey, that the October 2015 Public Fund payable report be accepted, subject to the review of the claims auditor, for payment of bills in the amount of \$30,504.07. Carried.
- VI. Bills – Donation Fund. A warrant was presented in the amount of \$525.00 for payment to Phoenix Press for preparation of the 2016 historical calendars. Van Patten also requested approval to reimburse staff members for purchases made for the volunteer luncheon from the fund donated by Kim Setla for that specific purpose. Motion by Cucarro, seconded by Downey that the Board approve up to \$200.00 to reimburse staff for purchases made for the volunteer luncheon. Carried. Motion by Manning, seconded by Downey, that the Board approve the payment of \$525.00 to Phoenix Press for preparation of the historical calendars for 2016. Carried.

VII. Public Comments: None.

VIII. Old Business

A. Updates

1. Library Construction Grants. Manning reported the 2016 library construction grant request was submitted on August 30<sup>th</sup> for the enhancement of the security system and the integration of the sump pumps into the alarm system. On September 16<sup>th</sup> OCPL approved the request and forwarded it to Albany. He also reported that the completion report has been prepared for the prior grant and the library will be receiving the final 10% of that grant shortly.

2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed. Manning reported that the new rate for electricity is 6.06 cents per kilowatt hour, as opposed to the 4.85 cent rate previously charged. He projected this would result in an approximate cost of \$48,500.00 for all energy use for the coming fiscal year. The library has budgeted \$50,000.00 for this line and Manning felt it should be adequate.

B. Cooling Tower. Van Patten reported that the test of the cooling tower water resulted in the presence of Legionella Pneumaphilia DNA, but no live cultures were present. The tower has been sanitized and another water sample sent for testing. As soon as the report is received, Van Patten will advise the Board of the results.

C. Carpet. Van Patten reported that the installation of the carpet is largely complete and it is expected that it will be finalized Saturday, October 17<sup>th</sup>.

D. Other. Aitken presented the proposed final version of the Whistleblower Policy for the library's employee handbook. Motion by Cuccaro, seconded by Clarkson, that the policy be approved. Carried.

Van Patten will present the revised form for documenting part-time employees' leave time for discussion at the November meeting.

Van Patten advised the new hand dryers have been installed in the bathrooms.

Van Patten advised that in the future construction grants will be designated as construction "awards". The library received notice that it had been awarded \$7,410.00 for the 2014/2015 construction award and the first check in the amount of \$6,699.00 has been received.

Van Patten distributed the newly printed 2015 history calendars for review.

IX. New Business

Van Patten presented and explained a proposal from Michael Grimm Services for tree and yard work at the library in the amount of \$1,715.00. Motion by King, seconded by Cuccaro, that the proposal be accepted from Michael Grimm Services in the amount of \$1,715.00. Carried.

X. Director's Report

Van Patten reported that vandalism has increased in and outside the library. The retaining wall has been chipped and defaced with graffiti, and students have been sitting dangerously on the wall. On one occasion a student threw a glass bottle over the wall, which shattered just outside the back door. Pumpkins have been smashed on library property. Van Patten suggested that the Sheriff's Department be asked to provide a presence at the library as a deterrent to these behaviors. It was the consensus of the Board that the Sheriff Department be asked to provide needed help.

XI. Adjournment. Motion by Downey, seconded by Clarkson, that the meeting be adjourned at 8:30 p.m. Carried. The next regular Board meeting will be held on Wednesday, November 11, 2015 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary