

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – September 9, 2015

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

ALSO PRESENT: Abe Morelli

ABSENT: Carlo Cucarro, Bruce King,

The meeting was called to order by President Aitken at 7:40 p.m.

- I. Disposition of Minutes of August 12, 2015 meeting. The minutes were distributed and discussed. The following corrections were made:
  - (1) Section III. Treasurer's Report: Public Fund: The date of the treasurer's report was corrected to June 30, 2015, from July 30, 2015.
  - (2) Section VIII. A. Updates. 1. Library Construction Grants. The first sentence should read: "Manning reported that the 2015 grant has been awarded."
  - (3) Section VIII. A. Updates. 2. Monthly Energy Use Review. The Last sentence should read; "Due to the new contract negotiated by BOCES, the rate is up slightly from 4.85 to 6.06 cents per kilowatt hour of electricity."

Motion by Manning, seconded by Downey, that the minutes be accepted as corrected. 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. No report.
- 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 as presented. Carried.
- V. Bills: Public Fund. The Public Fund Payable reports for September 2015 were presented and discussed. Motion by Manning, seconded by Downey, that the September 2015 Public Fund Payable report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$40,289.00. Carried.

- VI. Bills – Donation Fund. A warrant was presented in the amount of \$85.00 for payment of a book purchased for the local history section with funds donated on behalf of Nelson Butler. Motion by McManus, seconded by Downey, that the warrant be paid. Carried.
- VII. Public Comments – None.
- VIII. Old Business
- A. Updates
1. Library Construction Grants. Manning reported the 2015 library construction grant in the amount of \$9,855.00 has been accepted for the purchase of four new surveillance cameras , relocating an existing camera, and the integration of the pump system. OCPL will vote in October and forward the requested grant to Albany, which should be granted in the Spring or Summer of 2016. Van Patten reported that since fewer libraries than expected have made grant requests, the expected reimbursement rate for BPL will be 72.61%, rather than the 69% previously reported. Manning reported that the completion report for last year’s grant will be submitted and the library will receive the final 10% and close it out.
  2. Monthly Energy Use Review. No report for August use has been received from National Grid.
- B. Long Range Plan 2014-2016. Downey reported that a meeting was scheduled for Friday at 1 p.m. The committee is still updating the evacuation and disaster plans.
- C. Whistleblower. The Whistleblower Policy was distributed and discussed. The final policy will be voted upon at the October meeting.
- D. Audit. Audit recommendations re: leave accrual were distributed and discussed. Van Patten distributed proposed forms to be used by the library in implementing the suggested responses. Motion by McManus, seconded by Downey to approve the use of the Full-time Employee Time Sheet and the Employee Time Off request forms which will comply with the responses to the auditor’s report. Carried. Van Patten will present a revised form for the Part-Time Employee Record.
- E. Tree Damage . Van Patten received a report from the Baldwinsville Police that they had arrested David Beckley for the damage to the library tree. She received a report from the arborist for suggested repair, which Michael Grimm disagreed with. He recommended mulching and some pruning, rather than the measures suggested by the arborist. She will submit all proposals to the Board at the October meeting.

- F. Other. Manning reported the need to schedule a meeting to discuss the Barnes & Noble November Book Sale and a date was agreed upon by committee members.

Because of a scheduling conflict, the next Board meeting will be held on Tuesday, October 13<sup>th</sup> at 7:30 p.m.

IX. New Business

- A. Personnel Changes. Motion by Manning, seconded by McManus, that the Board accept the resignation of Rebekkah LaRue effective August 21, 2015. Carried.

Motion by McManus, seconded by Manning, that the Board approve the appointment of Cynthia Snyder to the position of Account Clerk II, a classified Civil Service position. Carried.

X. Director's Report

Van Patten reported that the counters and sinks have been installed in the bathrooms. There were a number of minor issues – the side back splashes were not caulked and the metal frame showed on the part that protruded from the wall in the ladies room. Vallar Company was contacted about the issues and the caulking has been done. Mark painted the metal frame and it is acceptable.

Van Patten reported that the start button on the women's restroom hand dryer is broken and cannot be repaired. She recommended that the Board approve the purchase of new accelerator hand dryers, since the funds were encumbered to Myriad at a prior meeting. Motion by Clarkson, seconded by Manning, that the Board purchase the new hand dryers for the ladies and men's bathrooms. Carried.

Van Patten reported the library has signed with Usherwood for three color copies. She advised the current rate is 10 cents for black and white copies and 50 cents for color copies. She suggested the fee for color copies be dropped to 25 cents per copy. After discussion, it was the consensus of the board that the current price structure remain.

Van Patten advised Baldwinsville was in the running for best library in the area and encouraged Board members to vote for BPL on the library web site.

Van Patten advised that she had received notice from Jemco that, because of the outbreak in New York of Legionella, all cooling towers have to be tested and samples submitted for approval. Cooney took the samples for the library and submitted them for testing.

- XI. Adjournment. Motion by Downey, seconded by Clarkson, that the meeting be adjourned at 9:15 p.m. Carried. The next regular Board meeting will be held on Tuesday, October 13, 2015 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary