

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – February 14, 2018

PRESENT: Barbara Aitken, President; Susan Downey, Craig Maguire, Edward McManus, Margaret Van Patten, Library Director

ABSENT: Robert Manning, Vice-President; Linda Clarkson, Mary Lou Carpinella, Krista Wells, Secretary

ALSO PRESENT: Abraham Morelli

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

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members of library matters.
- II. Disposition of Minutes of January 10, 2018 meeting. The minutes were distributed and discussed. McManus noted the minutes contain an error in the Treasurer's Public Fund Report. The minutes said the report was as of 1/4/2018. The minutes should read the Public Fund Report was as of 07/01/17 through 12/31/17. Motion by McManus, seconded by Downey that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Public Fund report for Cycles 05 and 06; post dates from 07/01/2017 to 12/31/2017 were distributed and discussed. Motion by McManus, seconded by Downey, that the Public Fund report as of December 31, 2017 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report from February 14, 2018 was distributed and discussed. McManus suggested that in the future only the current year's information be distributed to the Board with a copy of the full report placed in the file. Maguire stated that per the Budget Workshop on 2/9/18 only two investment options are allowed. Motion by McManus, seconded by Downey that the Donation

Fund Report be accepted as written.

- V. Bills – Public Fund. The Public Fund Payable report for January 10, 2018 through February 14, 2018 was distributed and discussed. McManus asked for the heat pump quotes. Van Patten has not received them and will follow up with Cooney. Motion by Downey, seconded by McManus that the report be accepted as presented. Carried.
- VI. Bills – Special Fund. A warrant in the amount of \$137.96 to be taken from contributions to Claire Deloria Memorial Fund for the cost of memorial books was presented. Motion by McManus, seconded by Downey, that the Board approve the payment. Carried.
- VII. Public Comments. None.
- VIII. Old Business
  - A. Updates
    - 1. Library Construction Grants. Van Patten stated adult fiction and non-fiction fluorescent bulbs have been replaced with LED bulbs.
    - 2. Monthly Energy Use Review. Metrics are trending as expected.
  - B. Long Range Planning Committee. Downey reported that the committee has met. Nancy Howe and Virginia Stady are working on a new mission statement. An evacuation exercise may need to be planned for the library. Additional staff training is being planned for databases, tablets and devices to better help the public with questions. Downey also stated work was still being done on the Community Calendar particularly on homeless outreach. Nancy Howe can now create flyers for the school district which will be posted on the district's Peachjar if approved by James Rodems. The Long Range Planning presentation of 6/8/2013 is being revisited.

- C. Revised Section 8, C-4, Displays and Exhibits, in the Policy Manual. Downey moved to accept as written. McManus seconded. The changes will be added to the Policy Manual.
- D. Workroom. Van Patten reported she and Suzanne McCarthy will be selecting colors for paint. On 2/23/18 the staff workroom and breakroom will be emptied for painting and floor installations.
- E. Trustee Election and Budget Vote. The Time Schedule for the Annual Elections and Budget Vote was distributed. Motion by Downey, seconded by McManus that the Board accept the schedule.

IX. New Business

- A. Patron Accident. On 1/24/18 a patron fell in the parking lot and cut the back of his head. He was treated by the ambulance and spent the night at the VA Hospital. Van Patten sent the accident report to our insurance company. The insurance company will interview the patron and the woman who witnessed the accident. The patron is seeking medical bill coverage only. After the accident, the parking lot was salted.

X. Director's Report

Van Patten reported:

- The Friends program is nearly ready to be printed.
- 2018 is the 70<sup>th</sup> anniversary of the Library.
- The details of prevailing wage were presented.
- McManus asked about Win Cap. Van Patten explained that Cindy Snyder manages the part-time entries with Van Patten handling the full time.
- There is a glycol leak in the Mechanical Room.

- XI. Adjournment. Motion by McManus, seconded by Downey, to move to executive session at 8:47 p.m. The executive session ended and the meeting was adjourned at 9:10 p.m. The next regular Board meeting will be held on Wednesday, March 14, 2018 at 7:30 p.m.

Respectfully submitted,

Craig Maguire