

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – July 13, 2016

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

ALSO PRESENT: Abe Morelli, Donation Fund Treasurer

ABSENT: Robert Manning and Trust-Elect Mary Lou Carpinella

- I. Call to Order by Secretary Brainerd at 7:35 p.m.
- 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. Report of Nominating Committee and Election of Officers. Downey presented the slate of officers as follows: President: Barbara Aitken; Vice-President: Robert Manning. Motion by Downey, seconded by Clarkson, that the slate of officers be accepted as presented and the officers elected to their positions. Carried.
- IV. Oath of Office for Newly-Elected Trustees. The oath of office was administered to Craig Maguire. Mary Lou Carpinella's oath of office will be administered at the August meeting.
- V. Organizational Details.
 - A. The monthly meeting night will be the second Wednesday of the month.
 - B. The official newspaper will be the *Baldwinsville Messenger*.
 - C. Appointment of Public and Donation Treasurers
Motion by Downey, seconded by McManus, that Jamie Lynch be appointed Public Funds Treasurer. Carried.
Motion by Downey, seconded by Clarkson, that Abe Morelli be appointed Donation Funds Treasurer. Carried.
 - D. Motion by Clarkson, seconded by Downey, that Elizabeth Brainerd be appointed Board Secretary. Carried.
 - E. Motion by Downey, seconded by McManus, that Rosemary Bucci, Esq. be appointed Board Attorney. Carried.
- VI. Disposition of Minutes of June 14, meeting. The minutes were distributed and discussed. Motion by McManus, seconded by Downey, that the minutes be accepted as presented. Carried.

- VII. Treasurer's Report: Public Fund. The reports for June 30, 2016 and Year-End 2016 were distributed and discussed. Van Patten pointed out that the June 30th report did not include the end of the year bills to be presented during the meeting. Motion by McManus, seconded by Downey, that the reports be accepted as presented. Carried
 Motion by McManus, seconded by Maguire, that the Board encumber the sum of \$129.99 to Best Buy for the purchase of a new printer and the sum of \$726.04 to Barnes & Noble for the purchase of new books. Carried.
 Motion by Downey, seconded by Clarkson that Aitken and McManus meet to make appropriate budget line transfers. Carried.
- VIII. Treasurer's Report: Donation Fund. The Donation Fund report for July 13, 2016 was distributed and discussed. Morelli reported that the new Certificate of Deposit at Seneca Savings is at a rate of 1.05%. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried.
- IX. Bills: Public Fund. The Public Fund Bills Payable reports for July 13, 2016 and year-end 2015-2016 were presented and discussed. Motion by Downey, seconded by Clarkson, that the reports be accepted subject to the review of the claims auditor for payment of bills for the month of July in the amount of \$32,077.59 and payment of year-end bills in the amount of \$31,188.60. Carried.
- X. Bills: Donation Fund. Van Patten presented a bill for the purchase of a 2016 Baker High School yearbook in the amount of \$65.00 to be paid from the Nelson Butler donation. Motion by Downey, seconded by McManus, that the bill be paid. Carried.
- XI. Public Comments. None.
- XII. Old Business
- A. Updates
1. Library Construction Grants. Aitken reported that the library is now ready to make the change to LED lighting for some of the library rooms in conjunction with the \$10,000.00 grant from Magnarelli's office. Motion by McManus, seconded by Downey, that the Baldwinsville Public Library apply for a NYS Library Grant up to, but not to exceed, \$10,000 to replace lighting in the Library with LED bulbs that will have the potential to save the cost of lighting the library by 50%. Carried.
 2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed. Clarkson reported that the final cost for energy usage for the year was under the budgeted amount.
- B. Long Range Plan 2012-2016. No report.
- C. Tree Damage. Van Patten reported on vandalism done to a tree on library property and provided the Board with a copy of an email statement made by one of the students charged. After discussion, it was decided that Van Patten will check with the police department on the repercussions to the young man's record if the charge remains and report to the Board at the next meeting.

XIII New Business

- A. Petty Cash: Postage Asset Account. Motion by Clarkson, seconded by Maguire that the Petty Cash Postage Account be in the amount of \$100.00. Carried.
- B. Purchasing Agents. Motion by McManus, seconded by Downey, that Cindy Snyder and Van Patten be appointed as purchasing agents, with Nancy Howe and Corrine Kushner to serve as alternate purchasing agents and that Cindy and one alternate purchasing agent sign for any petty cash payments made to Van Patten. Carried.
- C. Year-End Budget Transfers. Aitken and McManus will work on the transfers during the month and report to the Board at the August meeting.
- D. Donation Fund Treasurer Motion. Covered earlier in the meeting.
- E. Community Calendar. Nancy Howe, Public Relations/Outreach Librarian, has volunteered to serve as the coordinator for the possible development of a community calendar project and provided the Board with a timeline and format for the proposed program. The groups involved to date would like the library to be the leading agency and an agreement between the library, the two towns and the village would be required. The groups involved would partner for the cost of the program, with the exception of the Baldwinsville Volunteer Center, and the library's contribution would be to run the project. The purpose of the endeavor is to advertise events for project members and to prevent conflicts in scheduling. The cost at this time is unknown and requires further research. The idea is to have the other project members make an equal contribution toward the cost and it is anticipated that other groups would join and also contribute toward the expense. McManus suggested that an attorney for one of the towns or the village would be the logical choice to prepare and review all agreements. Howe will continue to work on the project and keep the Board apprised.
- F. Family Medical Leave Act/Sick Time. Van Patten reported that questions related to use of sick leave time have been raised. Aitken will review the policy and report at the next meeting.

XIV. Director's Report

Van Patten reported that the afternoon custodian will be leaving and recommended the appointment of a replacement. Motion by Downey, seconded by McManus, that Richard Atkinson be appointed as Maintenance Worker One starting July 18, 2016 at a rate of \$12.00 per hour. Carried.

Van Patten reported she had investigated the cost of putting a book dispenser at the new YMCA. She has discovered that maintenance costs generally run about \$11,000.00 a year in addition to the initial cost of installation. It was the consensus of the Board that the maintenance cost would be prohibitive and the project not be pursued at this time.

Van Patten reported that two girls had been using glue in the study room in the library and damage had been done to the table there. It was the consensus of the Board that she and Aitken should speak to the girls' parents and decide upon an appropriate response. Van Patten suggested the girls might come in, one at a time, to do some cleaning under Emily Maccone's supervision. She will report at the next meeting.

- XV. Adjournment. Motion by Downey, seconded by McManus, that the meeting be adjourned at 9:15 p.m. Carried. The next regular Board meeting will be held on Wednesday, August 10, 2016 at 7:30 p.m.

Respectfully submitted,

Elizabeth Brainerd, Secretary

Note from B J Aitken

After the adjournment, there was a discussion re Bruce King's retirement from the Board, his long period of service as a Trustee, and how we, as a Board, might honor his service. Ideas and further discussion may take place at the August meeting.