

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – April 12, 2017

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

ABSENT: Mary Lou Carpinella, Linda Clarkson, Robert Manning

ALSO PRESENT: Abe Morelli, Donation Fund Treasurer

The meeting was preceded by a public information session about the budget at 7:15 p.m. There were no members of the public present.

The meeting was called to order by President Aitken at 8:10 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the board members or library matters.
- II. Disposition of Minutes of March 8, 2017. The minutes were distributed and discussed. Ed McManus pointed out the following errors:

Under Section III. The Public Fund report was for January 31, 2017, not February 21, 2017; under Section IV the Donation Fund should have been dated February 28, 2017, not March 8, 2017; under Section V. The Public Fund Payable report was for February 2017, not March 2017. Under Section VIII A. The words “within the bulb” should be inserted at the end of the first sentence; under Section IX the word “rate” should be substituted for the word “Cap” in the first line and the sentence in B. should be “McManus moved to rescind the previous authorization to exceed the tax cap, if necessary, including the tax levy in the amount of \$1,440,800.00. Under Section X the word “software” should be inserted at the end of the third sentence. Motion by McManus, seconded by Downey, that the minutes be accepted as corrected. Carried. It was decided that a copy of the minutes, as corrected, would be provided.

- III. Treasurer’s Report – Public Fund. The public fund report for February 28, 2017 was distributed and discussed. McManus requested that Van Patten check on the amount of money owed to the library from the General Fund and when it would be paid. Motion by Downey, seconded by McManus, that the report be accepted as presented. Carried.
- IV. Treasurer’s Report – Donation Fund. The Donation Fund report for March 1, 2017 was distributed by Morelli and discussed. Motion by Downey, seconded by Maguire, that the report be accepted as presented. Carried.

- V. Bills – Public Fund. The Public Fund payable report for bills between March 8<sup>th</sup> and April 12, 2017 was presented and discussed. Motion by McManus, seconded by Downey, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$40,156.28. Carried.
- VI. Bills – Donation Fund. No bills were presented for payment.
- VII. Public Comments – None.
- VIII. Old Business
- A. Updates
1. Library Construction Grants. Van Patten reported that a sample LED bulb was delivered by Myriad but did not fit the fixtures. Myriad will obtain a new sample and will bring it to the library for fitting.
  2. Monthly Energy Use Review. Copies of the usage and cost analysis were distributed, together with a summary for discussion.
- B. Annual Budget Vote and Trustee Election. Copies of the proposed budget and annual report were distributed and discussed. They will be distributed to the banks and other prominent places in the Village and will be available in the library for the public. Van Patten reported that she will be making a presentation concerning the budget to the Rotary Club on the Tuesday before the election. Notices have been sent to the paper. Ballots will be prepared through OCPL without cost to the library.
1. Appoint Election Personnel. The following people were listed to serve at the budget vote and trustee election: Edward Barlow and Mary Crego – VSS Machine Specialists; Ron Waterbury, Theresa Gross, Joyce Zadroga, Barb Darstein, Dawn Hickman and Marilyn Laubacher – RI: Regular Inspectors; and Theresa Fravel, Susan Kilpatrick and JoAnn Golas – Alternates. Only the Machine Specialists will be paid for their service; all others are volunteers. Motion by McManus, seconded by Downey that the inspectors for the budget vote and trustee election on April 27, 2017 be approved. Carried.
- C. Carpet. Van Patten requested updated quotes for carpeting for the balance of the rooms to be done and reported that the pricing was the same as the prior carpet quotes. She also spoke with Syracuse Office Equipment personnel for quotes on needed equipment. Quotes received for carpeting were (1) \$2,419.00 for vinyl tile and installation in the break room; (2) \$1,570.00 for installation of carpet already purchased for installation behind the circulation desk; and (3) approximately \$6,374.00 for replacing the carpet and installing LVT tile in the break room. Motion by McManus, seconded by Downey, that the work be approved.

- D. Staff Development. Van Patten requested permission from the Board to schedule a staff development day some time during May or June. She would like to close the library for the day to enable the staff to go to the central library to tour the facility, review “behind the scenes” activity, and take part in subject training with a speaker. McManus suggested that the library provide transportation for the group, possibly through a bus rental. Van Patten will check with the school district to see if the district might provide the transportation free of charge and will investigate the cost of a small bus rental, if not. Motion by McManus, seconded by Maguire, that the library be permitted to close one day for staff development on a date in May or June to be decided.
- E. Other. Van Patten reported on her meeting with Bob Marketta of LeChase Construction, construction manager for the school district’s construction projects. She distributed drawings and diagrams of the proposed work, which will begin immediately after Labor Day, and explained the scope of the work to be done.

IX. New Business

- A. Election and Public Strategy. Previously discussed.
- B. Personnel. Motion by McManus, seconded by Downey, that the Board accept the resignation of Katherine Hughes, Librarian I, effective April 6, 2017 and the resignation of Breanna O’Brien, Page, effective April 9, 2017. Carried.

Motion by Downey, seconded by McManus, that the Board hire Brianna Ragonese, Page, effective April 14, 2017 and Maria Ragonese, Page, effective April 14, 2017. Carried.

Motion by Downey, seconded by McManus that the Board approve the transfer of Kelsey Allen, effective March 27, 2017 from Clerk I to Page. Carried.

Van Patten advised she is looking to hire a Librarian 1 at this time.

X. Director’s Report

Van Patten reported that two heat pumps have been replaced at a total cost of \$11,059.00.

Van Patten advised that Vertical Technologies, the company that serviced the library’s elevator, has gone out of business and discussed her attempts to obtain the refund from the company due to the library in the approximate amount of \$8,000.00. The refund has been promised by

April 23<sup>rd</sup> and it was decided that if it is not received, the matter will be turned over to the firm's attorney for action. Van Patten has signed a quarterly service agreement with Elevattit at the BOCES rate for future service.

- XI. Adjournment. Motion by Downey, seconded by Maguire, that the meeting be adjourned at 9:20 p.m. Carried. The next regular Board meeting will be held on Wednesday, May 10, 2017 at 7:30 p.m.

Respectfully submitted,

Elizabeth Brainerd, Secretary