

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – August 16, 2017

PRESENT: Barbara Aitken, President, Robert Manning, Vice-President, Mary Lou Carpinella, Linda Clarkson, Ed McManus, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary

ABSENT: Susan Downey, Craig Maguire

- I. The Board meeting was called to order by President Aitken at 7:40 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. Oath of Office for Newly-Elected Trustee. The oath of office was administered to Newly-Elected Trustee Robert Manning.

Disposition of Minutes of July 12, 2017 Meeting. The minutes were distributed and discussed. President Aitken stated that she approved the content of the minutes but had not had an opportunity to make editorial changes she desired. Motion by Clarkson, seconded by Manning, that the minutes be accepted, subject to Aitken's revisions. Carried.
- IV. Treasurer's Report – Public Fund. Van Patten presented Page "1" of the Budget Status Report as of June 30, 2017. Back-up material was not available prior to the meeting and the completed report will be presented and discussed at the September meeting. McManus commented that the revenue exceeded expenditures by \$58,574.00 so that the fund balance will be increased by that amount. Motion by Carpinella, seconded by McManus, that the expenditure status report as of June 30, 2017 reports be accepted as presented. Carried.
- V. Treasurer's Report – Donation Fund. The Donation Fund report for August 9, 2017 was distributed and discussed. Motion by Clarkson, seconded by McManus, that the report be accepted as presented. Carried.
- VI. Bills – Public Fund. The Public Fund payable report for July 12, 2017 through August 16, 2017 was distributed and discussed. Van Patten reported that since the auditor wanted confirmation that the Board had approved the motion to pay the bills before any bills could be paid, and the Board minutes each month would not be immediately available, all future reports submitted for payment would contain a notation that the motion had been approved at the Board meeting and the report would be signed by the Board President. Motion by McManus, seconded by Carpinella, that the report be accepted

subject to the review of the claims auditor for payment of bills in the amount of \$40,295.51. Carried.

VI. Bills – Donation Fund. None presented.

VII. Public Comments. None

IX. Old Business

A. Updates

1. Library Construction Grants. Manning reported that since the 2016 grant had not been completely consumed, Albany had approved amending the grant to approve replacing the security camera at the parking lot entrance.

Manning reported that the library's 2018 grant request is due August 31, 2017. He is in the process of obtaining a proposal from Myriad to replace as many of the florescent lights in the library with LED lights that the \$10,000.00 grant will allow. Motion by Manning, seconded by Carpinella to approve a NYS construction grant for 2018 in an amount up to but not exceeding \$10,000.00 to replace florescent lights with LED lights in the library. Carried.

2. Monthly Energy Use Review. The monthly energy use reports were distributed and discussed. Manning commented that total energy costs for the library as of June 30, 2017 were slightly under \$40,000.00, which represents a savings from prior years.

B. Long Range Plan 2012-2017. It was agreed that the goals previously approved would continue to be pursued. McManus commented that the meeting agendas in the future should refer to the long range plan as continuing through 2017.

Manning reported that the Book Fair is coming up in November. The committee is looking for additional musicians. He distributed cards advertising the event and advised they are available to Board members for distributing to groups and/or library patrons. Van Patten reported that the Village is also holding its tree lighting that evening.

X. New Business

A. Personnel Changes. Motion by McManus, seconded by Clarkson that Andrew John Sprague be appointed Maintenance Worker I effective August 14, 2017. Carried.

Motion by Carpinella, seconded by McManus that the following resignations be accepted: Christopher Alfonso, Page, effective August 4, 2017; Cameron Beckley, Page, effective July 31, 2017; Terri Spiegel, Page, effective August 18,

2017; and Elizabeth Wiecek, Page, effective August 16, 2017. Carried. Van Patten reported that Terri Spiegel will be asked to continue to do window displays and be paid per job.

Motion by Carpinella, seconded by Manning, that the following appointments be made: Matthew Barron, Page, effective August 7, 2017; Amanda Delvecchio,, age, effective August 7, 2017; Anthony Delvecchio, Page, effective August 7, 2017; Anthony Gravante, Page, effective August 7, 2017; Grace Lewis, Page, effective August 7, 2017; Galen Theus Jr., Page, effective August 7, 2017, David Troy, Page, effective August 9, 2017; and Maddoc Williamson, Page, effective August 7, 2017. Carried.

- B. Editing/Conversion Suite. Van Patten explained that this area will be used for editing videos and converting VHS to other newer formats. She has received the paperwork to apply for a \$10,000.00 grant sponsored by Representative Magnarelli and will follow up.

XIV. Director's Report

Van Patten reported that the library has been besieged with requests for glasses to view the eclipse on Monday but that no libraries in the system have any left.

Van Patten reported she is still waiting to hear from Hummel's regarding the selection of chairs for the work room.

Van Patten advised the library has finished digitizing yearbooks up to 1940. She is waiting for permission from the school district to do those books which are still in copyright.

Van Patten advised the library is getting some new desks for library staff and volunteers.

She also advised that an EAP representative had been in the library on Tuesday.

Van Patten reported there has been some conflict within the staff. She is planning on meeting with all staff with a plan to resolve some of the difficulties. The Board discussed the possibility of a Code of Conduct to be signed by all staff and Carpinella suggested it might be helpful to invite staff members to participate in drawing up the code.

- XII. Adjournment. Motion by Carpinella, seconded by Clarkson, that the meeting be adjourned at 9:10 p.m. Carried. The next regular Board meeting will be held on Wednesday, September 13, at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary