

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – August 10, 2016

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

ALSO PRESENT: Abe Morelli, Donation Fund Treasurer

ABSENT: None

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

The oath of office was administered to Trustee Mary Lou Carpinella by Secretary Brainerd.

- I. Disposition of Minutes of July 13, 2016. The minutes were distributed and discussed. Aitken noted that the minutes should include at the end of Section III (report of Nominating Committee and Election of Officers) that after the motion was carried, the meeting was then turned over to the President. McManus noted that on page 1133 under Sections VIII and IX, both reports submitted were for June 30, 2016, not July 13, 2016 as reported in the minutes. Motion by Downey, seconded by Manning, 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. McManus suggested that Van Patten ask the school district for a preliminary report and she will follow up.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report for July 31, 2016 was distributed and discussed. Motion by McManus, seconded by Manning, that the report be accepted as presented. Carried.
- V. Bills – Public Fund. The Public Fund payable report for August was presented and discussed. Motion by Maguire, seconded by Carpinella, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$42,403.67. Carried.
- VI. Bills – Donation Fund. None.
- VII. Public Comments – None.

VIII. Old Business

A. Updates

1. Library Construction Grants. Van Patten reported that last year's grant was awarded and the library has received one check to date. She met with a representative from the security company to discuss the proposal. Manning reported the library has installed four new exterior cameras and one camera has been relocated. He advised that the present grant project must be started within 180 days after the award is made. Van Patten has met with Myriad on the project to replace florescent lights in the library with LED lights. Manning advised that we will need the proposal by the end of August to stay on track.

2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed. Manning reported that approximately 8% of the usage cost is attributable to gas and 92% to electricity. He reported that the total usage cost for both for the past fiscal year was \$41,887.00; the library had budgeted \$50,000.00, which resulted in a usage cost below budget. He noted that the switch to LED lights should also reduce the library's cost of electricity significantly.

B. Long Range Plan 2014-2016. No report.

C. Family Medical Leave Act/Sick Time. Aitken distributed a copy of the proposed plan for the library's compliance with the federally mandated Family and Medical Leave Act (FMLA) for review. She advised the library's current sick leave policy will require revision in order to comply with the Act. She asked Board members to review the proposal and advised during the month she will prepare a proposed letter to employees regarding the revised sick leave policy. Discussion of the revised policy will be held at the September meeting.

D. Tree Damage. Van Patten reported the vandalism charge relating to damage to the tree on library property has been adjudicated. The penalty will be 20 hours of community service and a \$100.00 fine for each young man.

E. Other. None

IX. New Business

A. Personnel Changes. No report.

B. Library Clerk III Position. Van Patten explained her proposal to create a Library Clerk III position for the library. Motion by Maguire, seconded by McManus, that the Board approve the creation of a Library Clerk III position for the library with salary, duties and other matters relating to the position to be decided upon

after the test for the position has been completed and applicants reviewed. Carried.

X. Director's Report

Van Patten reported the library has received a refund check from the insurance company in the amount of \$608.32.

She also reported the library has received a check in the amount of \$6,426.00 representing the balance of the former construction grant.

McManus questioned the Farmers Market entry in the written Director's Report relating to promoting library "furniture". The entry should have read "services" and was corrected. Also, under the Central Library Renovations section, the last line should have read "updated" children's services, instead of "undated".

Van Patten described the new Eight Million Dollar renovation at the Central Library and urged Board members to attend the Grand Opening on August 24th.

- XI. Adjournment. Motion by Downey, seconded by Manning, that the meeting be adjourned at 9 p.m. Carried. The next regular Board meeting will be held on Wednesday, September 14, 2016 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary