

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting - January 11, 2017

PRESENT: Barbara Aitken, President, Mary Lou Carpinella, 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

The 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 or library matters.
- II. Disposition of Minutes of December 14, 2016. The minutes were distributed and discussed. Motion by Carpinella, seconded by Downey, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report: Public Fund. The Public Fund report for November 30, 2016 was distributed and discussed. A revised second page dated December 21, 2016 was distributed showing negative balances in the Computer Circulation System and Collection Agency Expense lines have been corrected. Motion by Downey, seconded by McManus, that the reports be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report, dated January 11, 2017, was distributed and discussed. Motion by Carpinella, seconded by Downey, that the report be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Payable report for January 2017 was presented and discussed. Motion by Clarkson, seconded by Downey, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$19,898.50. Carried.
- VI. Bills: Donation Fund. A warrant in the amount of \$203.23 to be taken from contributions to Nelson Butler Memorial contributions for the cost of binding local history books was presented. Motion by Downey, seconded by McManus, that the Board approve the payment. Carried.
- VII. Public Comments: None.

- VIII. Old Business
- A. Updates
1. Library Construction Grants. Van Patten reported that she has contacted Myriad to schedule the installation of the LED lights.
 2. Monthly Energy Use Review. No report.
- B. Long Range Planning Committee. After discussion, it was the consensus of the Board that the committee had met its goals and there was no need for further work from this committee. However, it was determined that there is a need for an ad hoc committee to review various aspects of library operation as the need arises: e.g. a review of the library's mission statement, the need for a plan in case of a threat to the library or its patrons, as well as other matters as they arise. Aitken will pursue this possibility and report back at the February meeting.
- C. Barnes and Noble Book Fair. Van Patten reported the library had received a gift card in the amount of \$1,800.00 from sales at the Book Fair on behalf of the library and explained the way B&N determines the amount. She also reported that the library has already received commitments for next year from several people who participated this year. B&N has invited the library to hold another Book Fair in the Spring, but it was the consensus of the Board not to accept the invitation.
- D. Other. None.
- IX. New Business
- A. Schedule Budget Meetings. Aitken, McManus and McGuire were appointed to the committee to prepare the budget for 2017-2018. The first meeting was scheduled for February 3rd at 1 p.m. in Van Patten's Office.
- B. Personnel. Van Patten reported that the person she had hoped to hire as a Librarian Assistant has accepted another job and was no longer available. She will now interview the second person on her list and report back to the Board at the next meeting. She distributed a library organizational chart to clarify the duties of personnel.
- X. Director's Report

Van Patten reported that after inspection of the elevator, Vertical Technology advised that the elevator will need a hydraulic valve replaced in the near future at a cost of \$11,400.00. After discussion, motion by McManus, seconded by Downey, that the library have the valve replaced at this time. Carried.

1154

Van Patten reported that some of the Library's banking has been moved from Key Bank to NBT Bank due to new charges by Key Bank for some transactions.

- XI. Adjournment. Motion by Downey, seconded by Carpinella, that the meeting be adjourned at 8:45 p.m. Carried. The next regular Board meeting will be held on Wednesday, February 8, 2017 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary