

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

- PRESENT: Barbara Aitken, President, Mary Lou Carpinella, Linda Clarkson, Susan Downey, Craig Maguire, Ed McManus, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary
- ABSENT: Robert Manning, Vice-President
- I. The Board meeting was called 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. Oath of Office for Newly-Elected Trustee. Tabled.
- IV. Report of the Nominating Committee and Election of Officers. Motion by Downey, seconded by Maguire to elect Barbara Aitken as President and Robert Manning as Vice-President. Carried.
- V. Organizational Details. President Aitken stated:
- A. Monthly Meeting Night – second Wednesday of each month.
 - B. Official Newspaper – Baldwinsville “Messenger”
 - C. Public Fund Treasurer – Tim Lynch; Special Fund Treasurer – Tabled
 - D. Appoint Secretary – Elizabeth Brainerd
 - E. Attorney – Rosemary E. Bucci, Esq.
- Motion by Downey, seconded by Carpinella that the organizational details be accepted as presented. Carried.
- VI. Disposition of Minutes of June 14, 2017 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 May 30, 2017 and June 30, 2017 were distributed and discussed. Motion by McManus, seconded by Carpinella, that the reports be accepted as presented. Carried.
- VIII. Treasurer’s Report – Donation Fund. The Donation Fund report for July 12, 2017 was distributed and discussed. Motion by Downey, seconded by Maguire that the report be accepted as presented. Carried.
- IX. Bill – Public Fund. The Public Fund payable reports for July 1, 2017 and Year-End 2016-2017 were distributed and discussed. Motion by Carpinella, seconded by Downey, that

the reports be accepted subject to the review of the claims auditor for payment of bills in the amount of \$28,849.61 for the July 1, 2017 bills and \$20,940.79 for the 2016-2017 year-end bills. Carried.

X. Bills – Donation Fund. None presented.

XI. Public Comments. None

XII. Old Business

A. Updates

1. Library Construction Grants. Van Patten reported there is still approximately \$800.00 left from a previous grant. The Board discussed the need to obtain a better camera for the corner of the library building and the cost to move it to a slightly lower position to obtain a better view of the area. The cost to replace the camera would be approximately \$1,282.00 and the expense for moving it would be an additional \$100.00. It was the consensus of the board that the \$800.00 left from the previous grant would be used for these purposes and payment for the balance of the cost would be determined at the August meeting.

A method to improve the new LED lighting and reduce glare was discussed. It was decided that various options would be tried before a decision was made.

2. Monthly Energy Use Review. No report.

B. Long Range Plan 2012-2017. The goals update was distributed and discussed. Motion by McManus, seconded by Downey, that the three goals already in place from last year would be retained and pursued – e.g. (1) skilled and updated staff in current technology; (2) building a partnership with the Baldwinsville School district personnel ; and (3) fostering a relationship with the Baldwinsville community. Carried.

C. Tree Damage. Van Patten reported that Michael Grimm Landscaping has checked the trees. Most of the trees were trimmed and only one tree needed to be replaced.

XIII. New Business

A. Petty Cash – Postage Asset Account. Motion by McManus, seconded by Downey that the petty cash and postage accounts be limited to \$200.00 on premises and that staff be reimbursed for expenses personally paid in an amount up to \$25.00 per transaction. Carried.

B. Purchasing Agents. Motion by Maguire, seconded by McManus that Van Patten and Cindy Snyder be appointed as purchasing agents and that Corrinne

Kushner and Nancy Howe be appointed as alternate purchasing agents. Carried.

- C. Year-End Budget Transfers. Motion by McManus, seconded by Maguire, that the following budget transfers be made:

Under salaries – Take \$1,000.00 from Clerical and transfer it to Pages.

Take \$2,400.00 from Book and transfer \$200.00 to Serials; \$1,300.00 to Office Supplies; \$250.00 to Telephone; and \$500.00 to Insurance.

Take \$16,400.00 from Retirement and transfer \$15,000.00 to Building Repair and \$1,400.00 to Health Insurance.

Carried.

- D. Donation Fund Treasurer Motion. Tabled.

XIV. Director's Report

Van Patten reported that the library purchases some items from Hummels and recently won a prize drawing from Hummels for a Keurig coffeemaker. She felt there was interest among library patrons for a coffee service at the library at a nominal charge. If the library made K cups available for purchase at a charge of \$1.00, the cost to the library would be approximately \$.80. It would not be a profit project, but would contribute toward the goal of community service. It was the consensus of the Board that this project could be pursued.

Van Patten reported that the library collected \$3,450.00 from patrons during the year for faxes made at the library.

The replacement of the library roof is on track and work should be started in September.

The library has a booth at the New York State fair each year. Last year the library donated \$100.00 toward the booth and Van Patten requested that the Board do so again. Motion by Carpinella, seconded by Clarkson that the library donate \$100.00 for the library's booth at the New York State Fair. Carried.

Van Patten reported that the carpet in the work room needs to be replaced and some of the furniture is badly worn. She anticipates that the Friends of the Library will donate \$12,000.00 toward the cost and that the Board may be asked to approve payment for the balance. She has a quote for the carpeting at \$2,400.00 for the break room and staff room; \$1,500.00 for carpeting behind the circulation desk; \$6,300.00 for carpeting for the work room and is awaiting a quote from Hummels for some furniture. At that time she will present the entire project to the Board for review.

Van Patten reported that she has reviewed the Family Medical Leave Act and has been advised that the library must offer the leave to employees but is under no obligation to make the leave a paid one.

Van Patten reported the Liverpool Library has been part of the Liverpool School District audit in past years but this year the District is using a new auditor and Liverpool has been advised that the District is not required to audit the library. Liverpool has to hire and pay for its own auditor. At this point, the Baldwinsville School District has not asked the library to pay for any audit and is still including the library in the District's audit.

Attorney Rosemary Bucci has filed a claim against Vertical Technology for the library's payment to them for elevator services which will not be rendered due to the company's bankruptcy. The library has retained Elevattit for future elevator services and has set up payments as an encumbered purchase order for the new fiscal year.

Van Patten will be interviewing candidates for the open custodial position. Rich Atkinson and Emily Maccone, current custodial staff, will be part of the interviewing process.

The Board entered into executive session to discuss an employee matter. Executive session entered at 8:45 p.m. Return to open session at 8:50 p.m.

- XV. Adjournment. Motion by Downey, seconded by Carpinella, that the meeting be adjourned at 8:55 p.m. Carried. Due to a conflict with vacation schedules, the next regular Board meeting will be held on Wednesday, August 16, 2017 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary