

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – May 10, 2017

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

ABSENT: None

ALSO PRESENT: Abe Morelli, Donation Fund Treasurer

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 April 12 2017. The minutes were distributed and discussed. Motion by McManus, seconded by Downey, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The public fund report for March 31, 2017 was distributed and discussed. It was noted that funds for payments in lieu of taxes not previously provided to the library from the school district had been received. Motion by Clarkson, seconded by Carpinella, that the report be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report for April 1, 2017 was distributed by Morelli and discussed. He advised that the CD will become due in June and he is looking into the best interest rate for the library. Motion by McManus, seconded by Manning, that the report be accepted as presented. Carried.
- V. Bills – Public Fund. The Public Fund payable report for bills between April 12th and May 10, 2017 was presented and discussed. Motion by Downey, seconded by Manning, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$32,747.48. Carried.
- VI. Bills – Donation Fund. No bills were presented for payment.
- VII. Public Comments – None.
- VIII. Old Business
 - A. Updates
 1. Library Construction Grants. Manning reported that the 2016 grant has been completed and presented Aitken with the documents necessary to receive the final 10% of the grant for her signature. He also stated the 2017 grant should be

awarded in June and the library can begin work on the project any time. He also advised that the Legislature has increased the construction pool from \$14,000,000.00 to \$24,000,000.00, which should provide more opportunity for funds to the library.

Van Patten reported that Myriad had installed a new bulb in one of the light fixtures to see if it would fit and it did. It doesn't make any noise and provides sufficient light. Therefore, the rest of the bulbs have been ordered.

2. Monthly Energy Use Review. Copies of the usage and cost analysis to date were distributed and discussed. Manning advised that the electrical energy usage is below the five year average and the gas usage (which depends largely on the weather) is on track. He also reported the library should finish the year at a cost of approximately \$42,000.00 for energy usage, well under the \$50,000.00 budgeted.

B. Annual Budget Vote and Trustee Election.

1. Van Patten reported that the library budget had passed by a vote of 136 to 9 and that Bob Manning was re-elected to the Board. There was one write-in vote for Barbara Allen. She also commented that this was the lowest number of no votes cast since the library had been conducting the vote. Costs in connection with moving the voting machines to the library were also discussed and Van Patten will investigate various options for the next vote.

C. Carpet. Van Patten reported that Assemblyman Magnarelli's office has offered to provide an additional \$5,000.00 to the library for the cost of the carpeting.

D. Other. Aitken distributed a thank you note from Bruce King for the gift to him for his service to the library.

Van Patten distributed an invitation to the Board from the Female Charitable Society to attend the 200th anniversary of the society and explained the group's purpose and work.

IX. New Business

A. Agreement Between BPL and Baldwinsville School District. The Agreement was unavailable at this time. The matter was tabled until the June meeting.

B. Adjustment of Salaries Effective July 1, 2017. The proposed salary schedule for library personnel was distributed and discussed. Motion by Downey, seconded by Manning, that the schedule be accepted as presented. Carried.

C. Appoint Nominating Committee. Sue Downey and Linda Clarkson were appointed to the nominating committee for the nomination of officers for the coming year.

- D. Staff Development Update. The staff development day will take place at OCPL on Friday May 19th beginning at 9:15 a.m. Van Patten explained the tours which would be conducted. She is investigating bus rental options for transportation of the staff to OCPL.
- E. Personnel. Van Patten is presently checking references for the person she is considering for the position of part-time librarian. The starting salary will be \$19.00 per hour.

Van Patten reported that the new Librarian Assistant is working out very well. The staff is becoming accustomed to the changes being made and the transition is going comparatively smoothly.

X. Director's Report

Van Patten reported that Vertical Technologies has still not sent the library the refund due it for advance payment made to the company for work which was not performed due to the company's going out of business. The matter has been referred to Attorney Rosemary Bucci for follow up.

Van Patten has received a quote of \$2,000.00 from Elevatitt to replace the door closing sensor on the library elevator. It was the consensus of the Board that the replacement was a safety issue and the replacement should be made as soon as possible.

There has not been a final accounting of the money received from the book sale as yet, but to date the amount received is approximately \$7,300.00.

Assemblyman Magnarelli's office has offered to provide \$13,000.00 to the library for the video editing suite.

Van Patten read a note received from a former library patron, together with a book which had been borrowed in 1974, and a \$10.00 payment for overdue fees.

It was suggested that the library make the public aware that the library will collect old flags which will be taken to the Fairgrounds for the annual flag burning ceremony on Memorial Day.

- 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, June 14, 2017 at 7:30 p.m.

Respectfully submitted,

Elizabeth Brainerd, Secretary