

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – November 14, 2016

PRESENT: Barbara Aitken, President, 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: Mary Lou Carpinella

The meeting was called to order by President Aitken at 7:35 p.m.

- I. Disposition of Minutes of October 12, 2016. The minutes were distributed and discussed. Motion by McManus, seconded by Manning, that the minutes be accepted as presented. 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. The Public Fund report for September 30, 2016 was distributed and discussed. Van Patten pointed out that the use of the copy machines has realized a \$1,784.68 profit since switching to the three color copy machines, as opposed to the four copy machines (including black and white) previous used. Motion by Downey, seconded by Manning, that the report be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated November 14, 2016 was distributed and discussed. Motion by Manning, seconded by Clarkson, that the report be accepted as presented. Carried.
- V. Bills – Public Fund. The Public Fund Bills Payable report for November 2016 was presented and discussed. Motion by Manning, seconded by McManus, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$39,655.44. Carried.
- VI. Bills – Donation Fund. Warrants for reimbursement for expenses in connection with the volunteer luncheon in the amount of \$58.61, \$6.17 and \$75.42 were submitted for payment. Motion by McManus, seconded by Downey, that the Board approve the payments. Carried.
- VII. Public Comments – None.

## VIII.

Old BusinessA. Updates

1. Library Construction Grants. Manning reported that the installation of cameras in connection with last years' grant has been completed. He commented that they are functioning extremely well and the quality is excellent. As soon as completion reports are submitted, the library will receive the final 10% of the grant. OCPL has approved the library's application for the 2017 grant for the new LED and it has been forwarded to Albany. Manning stated the savings in electrical usage should be substantial. He reported the library will receive approximately 69% of the cost of the project under the grant. It was suggested that Van Patten insure that the quote for the work to be done includes disposal of the old bulbs. Motion by Manning, seconded by McManus, that the Board move forward with the 2017 grant for conversion to LED lighting

2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed.

3. Fundraiser: Barnes and Noble Book Fair. Manning reported the Book Fair on November 26<sup>th</sup> at Barnes and Noble would include a preview of Baker High School's presentation of "White Christmas" at 3 p.m., as well as the other performers previously scheduled. He also advised there will be a drawing for a Nook 7 tablet. Suzanne McCarthy is printing the book marks to be distributed to advertise the event.

B. Long Range Planning Committee. There has not been a meeting of the committee since the last Board meeting. Van Patten reported Nancy Howe will join the committee.

C. Family Medical Leave Sick Time. Aitken reported she had met with Attorney Bucci and had given her the proposed policy for review and comment.

D. YMCA Book Dispenser. Van Patten reported that after several meetings with the Director of the YMCA, it was determined that the project would not be feasible at this time. There was some discussion that the dispenser might be utilized at the Jamesville Penitentiary instead and Van Patten will follow up on this.

E. Donation Fund. Covered under NYLA Request.

F. NYLA Request. Aitken reported she had met with Attorney Rosemary Bucci concerning a request from NYLA for a \$1,000.00 contribution from the Baldwinsville Library to NYLA's defense fund. Ms. Bucci advised that since NYLA's defense of the lawsuit could ultimately affect the Baldwinsville Library, the contribution from the library's Donation Fund was a legal use of those

funds. Motion by Maguire, seconded by Clarkson, that the Baldwinsville Library contribute \$1,000.00 to the NYLA defense fund from the library's Donation Fund treasury. Carried.

- G. Other. Van Patten report that Jamie Rodems had advised her the school district will be setting up a meeting to plan out the scheduling of the library's roof logistics during next Summer. It was suggested that Bruce King be invited to attend the meetings. Van Patten also reported that the two windows needing replacement in the library will be installed at the same time the roof is replaced.

Aitken asked for direction on the proposed gift for Bruce King for his long service on the board. It was suggested that she contact King's wife for ideas.

#### IX. New Business

- A. Personnel. Van Patten advised that the civil Service list for the position of Library Clerk 3 is not current. The list for a Library Assistant is current and already published. She reviewed the qualifications and duties for a Library Assistant and found that the position of Library Assistant requires a Bachelors degree and a Library Clerk 3 does not. The Board discussed the pros and cons of both lists and the viability of selecting someone for the new position. Motion by McManus, seconded by Downey, to amend the previous motion to hire a Library Clerk 3 to a Library Assistant position. Carried.

The Board then went into executive session at 8:45 p.m. to discuss a specific personnel matter.

The Board reconvened at 9:25 p.m.

- B. Holiday Schedule. The proposed Baldwinsville Library holiday schedule for 2017 was presented and discussed. Motion by Clarkson, seconded by Maguire, that the holiday schedule for 2017 be accepted as proposed. Carried.
- C. Tax Cap Resolution. Motion by McManus, seconded by Manning, that the following resolution be adopted: RESOLVED that, pursuant to General Municipal Law Section 3-c(5) the Board of Trustees of the Baldwinsville Public Library overrides, for the July 1, 2017 – June 30, 2018 fiscal year, the tax levy limit imposed by Municipal Law Section 3-c(3). Carried.

- D. Gifford Tickets. Motion by Manning, seconded by Downey, that the library purchase two patron level packets of three tickets each from the Gifford Lecture Series to be given to Van Patten to be used at her discretion. Carried.

X. Director's Report

Van Patten reported that Vertical Technology has proposed the installation of an infrared detection device on the library's elevator door at a cost of \$1,680.00. Maguire commented that any such installation proposal should include that the mechanical detection device currently used be removed and steps taken to prevent any re-installation of the mechanical device. It was the consensus of the Board that if the quoted price included both the removal of the mechanical device and the installation of the infrared device the library should accept the proposal.

Van Patten reported that JEMCO has re-tested the cooling tower and it is now clean.

- XI. Adjournment. Motion by Clarkson, seconded by Maguire, that the meeting be adjourned at 9:40 p.m. Carried. The next regular Board meeting will be held on Wednesday, December 14, 2016 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary