

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – October 11, 2017

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

ABSENT: None

ALSO PRESENT: Abraham Morelli

The Board 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 September 13, 2017 Meeting. The minutes were distributed and discussed. Motion by Maguire, seconded by Downey, that the minutes be accepted with the following corrections:

Page 1179 – Section C. The balance of the paragraph after line 6 ending with the words “Magnarelli’s office” to be deleted and the following inserted:  
“Motion by Carpinella, seconded by Manning, that Van Patten confirm with the Friends of the Library that they would be willing to contribute \$10,000.00 toward the cost of the project and that the remainder of the cost be taken from the fund balance. Carried. It is anticipated that the work will begin after completion of the roof replacement.”

Page 1180 – Section A. Under Personnel Changes, second paragraph, insert the name “Manning” for the name “McManus”.

Section B. Second Line. Delete the second sentence and insert “By a vote of 4 to 1, with 1 abstention, the Board voted yes” after the first sentence and substitute the name “Aitken” for the name “Van Patten” in the last line.

Section D. Change the word “November” to “October” in the last line.

XII. Adjournment. Change the words “November 15” in the second line to “October 11”.

Motion Carried.

- III. Treasurer’s Report – Public Fund. The reports for Cycles 99, 01 and 02 were presented and discussed. Van Patten reported that part of the Cycle 99 report was missing and

there were errors in the Cycle 01 report. Complete reports will be provided at the November meeting. She reported that the library had received \$9,208.80 incentive money from OCPL. Motion by Clarkson, seconded by Downey, that the Cycle 02 report be accepted as presented. Carried.

- IV. Treasurer's Report – Donation Fund. The Donation Fund report for October 11, 2017 was distributed and discussed. Motion by Carpinella, seconded by McManus, that the report be accepted as presented. Carried.
- V. Bills – Public Fund. The Public Fund Payable Report for September 13, 2017 through October 11, 2017 was distributed and discussed. Motion by Manning, seconded by Clarkson, that the report be accepted as presented subject to the review of the claims auditor for payment of bills in the amount of \$43,262.13. Carried.
- VI. Bills – Donation Fund. None presented.
- VII. Public Comments. None
- VIII. Old Business
  - A. Updates
    - 1. Library Construction Grants. Manning reported that he is in the process of completing the required compliance reports to obtain the last 10% payments on the 2016 and 2017 grants. The 2018 grant was submitted on August 27<sup>th</sup> and approved by OCPL and sent to Albany on September 20<sup>th</sup>. He is anticipating State approval in March or April of 2018. This grant will allow the purchase of an additional 210 LED lights to replace current bulbs. He also plans to have Scott do foot candle measurements for comparison of light intensity in the near future.
    - 2. Monthly Energy Use Review. The monthly energy use reports were distributed and discussed. Manning reported that the cumulative usage bill to date is approximately \$8,600.00 as opposed to the over \$10,000.00 figure at this same time last year. He attributes much of this savings to the installation of the new LED lights.
    - 3. Fundraiser: Barnes and Noble Book Fair. Manning announced there will be a meeting tomorrow at 10 a.m. at Barnes & Noble to finalize the plan. Suzanne McCarthy will prepare bookmarks informing the public of the event for distribution.
  - B. Revise Section 8, C-4, Displays and Exhibits, in the Policy Manual. Methods concerning the most effective way to deal with requests for displays and exhibits in the library were discussed. Time limits, grandfathering certain exhibits or displays, the number of displays per month, rules concerning pick-up of materials, usage contracts, exclusion of certain materials (e.g. clothing and furniture), handling of complaints, and library director discretion in allowing

displays were all discussed. Van Patten will prepare a proposed policy for submission at the next meeting. Manning suggested she contact the library attorney for a review of the policy after it is prepared.

- C. Work Room. Van Patten reported the Friends had approved the contribution of \$10,000.00 toward the cost of the renovations. The balance to complete the project is in the neighborhood of \$18,000.00. She also reported that she had received a letter from Representative Magnarelli's office promising \$10,000.00 for the purchase of new carpet. She explained how the changes in the area would be made. Manning suggested the library invite Representative Magnarelli to see the new area after completion.

IX. New Business

- A. Personnel Changes Motion by McManus, seconded by Downey, that the Board accept the resignation of Margaret Rose Pierce effective September 24, 2017. Carried.

Motion by Carpinella, seconded by Clarkson, that the Board appoint Sharon Impellizzieri as a Page as of October 9, 2017 at \$9.70 per hour. Carried.

Motion by Maguire, seconded by Downey, that the Board promote David Troy to Library Clerk as of October 7, 2017 at \$10.25 per hour. Carried.

X. Director's Report

Van Patten reported that the roof work is basically completed.

Van Patten reported that, in addition to the \$10,000.00 contribution to the Work Room from the Friends, the group will purchase a new coffee pot for the library.

She advised that Morelli is going to building a second "little library" and 2 small step stools with handles.

She also advised she had received a request from the librarian at one of the local elementary schools asking the library to do a fund raiser for contributions to the recent disasters. Since the library is not allowed to run fundraisers, Carpinella suggested that Van Patten pass this request on to the Friends for their consideration.

Van Patten announced that Nancy Howe has been selected as the Central New York Library Resources Council Public Librarian of the Year. There will be a dinner on Thursday of next week celebrating the 50<sup>th</sup> anniversary of the Council.

A library employee has changed her health insurance option from single plus one to single, which should result in a savings of about \$4,400.00 for the current fiscal year.

Manning announced that the BOCES contract with the energy consortium expires in 2018 and BOCES has asked its member libraries to commit to be part of the consortium for negotiating purposes. Motion by Manning, seconded by McManus, that the Baldwinsville Public Library will continue to participate in the NYSMEC energy consortium for the next three years. Carried. Carpinella inquired about the library's publicity for events in the library. Van Patten explained the sources available.

- XI. Adjournment. Motion by Downey, seconded by Maguire, that the meeting be adjourned at 9 p.m. Carried. The next regular Board meeting will be held on Wednesday, November 15, at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary