

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – September 13, 2017

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

ABSENT: Edward McManus

ALSO PRESENT: Abraham Morelli

The Board meeting was called to order by President Aitken at 7:30 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 August 16, 2017 meeting. The minutes were distributed and discussed. It was noted that Abraham Morelli had been present at the August meeting and was not listed in the minutes. Motion by Downey, seconded by Clarkson, that with the addition of Morelli as being present, the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The reports for the 2016-2017 year-end and for the first month of fiscal year 2017-2018 were presented and discussed. Motion by Manning, seconded by Downey, that the reports be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report for September 13, 2017 was distributed and discussed. Motion by Carpinella, seconded by Maguire, that the report be accepted as presented. Carried.
- V. Bills – Public Fund. The Public Fund payable report for August 16, 2017 through September 13, 2017 was distributed and discussed. Motion by Carpinella, seconded by Downey, that the report be accepted as presented subject to the review of the claims auditor for payment of bills in the amount of \$23,318.81. Carried.
- VI. Bills – Donation Fund. None presented.
- VII. Public Comments. None
- VIII. Old Business
  - A. Updates
    1. Library Construction Grants. Manning reported that the 2016 grant had been amended to include the upgrade to the camera at the corner of the building. He

advised he will follow up with the necessary paperwork. The 2017 grant for the installation of LED bulbs has been completed and the bulbs are installed. Myriad installed some sample LED bulbs and it appears they will be a good replacement. The company will return to take foot candle measurements in the near future. The grant in the amount of \$9,975.00 was submitted on September 1<sup>st</sup> and will cover the purchase and installation of 210 LED bulbs. The grant application should be approved by OCPL next week and submitted to Albany. Approval should be received by March or April of next year. The grant represents 75% of the cost of the conversion.

2. Monthly Energy Use Review. The monthly energy use reports were distributed and discussed. Manning reported that the library has seen a considerable savings in electricity cost since the LED lights were installed. Van Patten reported that the library had received a check from BOCES for overpayment of electricity costs in the amount of \$6,320.54.

- B. Long Range Plan 2012-2017. No report. Aitken requested that Downey meet with her to establish a committee and begin work on the plan.
- C. Work Room. Van Patten presented a video depicting proposed set ups for the work areas and provided quotes for the scenarios. Booklets and sketches of the plans and quotes were distributed and discussed. Van Patten explained that she expects that the Friends of the Library would be willing to contribute \$10,000.00 toward the cost of the refurbishing and that all carpeting costs would be covered by an expected grant from Representative Magnarelli's office. It was the consensus of the Board that the remaining cost should be taken from the fund balance. Van Patten will obtain final quotes and dates for the work to be done for approval at the October meeting. It is anticipated that the work will begin after completion of the roof replacement .
- D. Other. Van Patten presented a video outlining the plans for the replacement of the roof. The contractor is currently finishing work at Elden School and will deliver supplies for the library's roof approximately September 26<sup>th</sup>. The plan is to repair a section at a time to avoid congestion for patron access to the library. It is anticipated that it will take 2 weeks to complete. The contractor is also going to replace a damaged window, caulk all windows and redo the stone cap around the building.

Manning reminded the Board members that the book fair will be held on November 25<sup>th</sup> at Barnes & Noble. The volunteer previously acting as Clifford at the event is no longer available and Manning is asking for help in locating someone to fill the role. He would also like to add additional musical groups if anyone has a contact willing to participate.

IX. New Business

- A. Personnel Changes Motion by Aitken, seconded by Manning, that the Board accept the resignation of Madison Minnoe, Page, effective August 31, 2017 and the resignation of Kelsey Allen, Clerk, effective September 15, 2017. Carried.

Motion by Downey, seconded by McManus that the Board appoint Katrina Crump, Page, effective August 24, 2017 at \$9.70 an hour. Carried.

- B. Seneca Federal. Van Patten reported that the library is entitled to vote on whether Seneca Savings becomes a stock/commercial bank. By a vote of 6-1 the Board voted "yes". Van Patten will cast the vote for the library.
- C. November Board Meeting. Due to scheduling conflicts, it was the consensus of the Board that the November meeting would be held on November 15<sup>th</sup> instead of November 8<sup>th</sup>.
- D. Revise Section 8, C-4, Displays and Exhibits on the Policy Manual. Copies of the current policy were distributed and discussed. Van Patten is seeking direction on the regulation of collection boxes in the library. She will check with other libraries and the school district for opinions on how those entities are handling the matter. It was the consensus of the Board that because of the ongoing roof replacement no boxes would be accepted at the present time. The Board will revisit the issue in November to review the current policy.

XIV. Director's Report

Van Patten reminded Board members that the book sale will be held on November 17<sup>th</sup>.

Van Patten advised that Corrine Kushner has advised she will retire on October 31, 2018 and she will be sorely missed. She has served the library for 30 years and has been responsible for many excellent programs, including "The Cat in the Hat" Christmas theme.

- XII. Adjournment. Motion by Downey, seconded by Carpinella, that the meeting be adjourned at 9:30 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