

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting - November 15, 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, Krista Wells.

The Board meeting was called to order by President Aitken at 7:40 p.m. Van Patten introduced Krista Wells to the Board.

- 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 October 11, 2017 meeting. The minutes were distributed and discussed. Motion by Clarkson, seconded by Manning, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report - Public Fund. Van Patten advised that upon further review there were no errors in the Cycle 01 report. The confusion occurred because some of the library staff was paid on a different pay schedule and were included in a separate report. She also advised she will now have access to computer generated reports, which will enable her to provide up-to-date public fund reports in the future. Motion by McManus, seconded by Downey, that the Public Fund report as of September 30, 2017 be accepted as presented. Carried.

- IV. Treasurer's Report - Donation Fund. The Donation Fund report for November 15, 2017 was distributed and discussed. Motion by Clarkson, seconded by Downey, that the report be accepted as presented. Carried.
- V. Bills - Public Fund. The Public Fund Payable report for October 11, 2017 through November 15, 2017 was distributed and discussed. Van Patten reported that the Clear-A-Way All Season's Service bill for plowing at the library is made in two payments and the current bill represents half the total cost. This process results in an additional cost to the library of \$50.00 per year but provides a better cash flow for library finances. Van Patten advised that the credit card payments to Key Bank are not compatible with the library's accounting system. McManus suggested that she investigate the possibility of obtaining a credit card at NBT Bank which would work better for the library. There was also discussion concerning an ongoing problem with accessing Heritage. 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 \$33,190.15. Carried.
- VI. Bills - Donation Fund. None presented.
- VII. Public Comments. None
- VIII. Old Business
- A. Updates
1. Library Construction Grants. Manning reported that he has been unable to make contact with Scott to take the foot candle measurements for the new LED bulbs. If he cannot make arrangements in the near future, he will check with Bruce to see if he is available to take the measurements.
  2. Monthly Energy Use Review. The monthly energy use reports were distributed and discussed. Manning reported that the new LED lights are continuing to reduce the library's electrical bills each month as opposed to bills in other fiscal years.

3. Fundraiser: Barnes and Noble Book Fair. Manning reported that the program has been finalized. He distributed announcements to be handed out at the various schools and business places in the Village to announce the event to the community, together with posters for Village businesses. The announcement of the event will also be on the library's Facebook page. He advised that the school's creative writing class is writing poetry about their love of reading and will read the poems at the cafe during the event. Manning advised he will invite Representative Magnarelli, Mayor Dick Clark, and Town Supervisor Saraceni to the event.
- B. Long Range Planning Committee. Maguire and Downey will set up a meeting schedule for the committee after the beginning of 2018.
- C. Revised Section 8, C-4: Displays and Exhibits, in the Policy Manual. The proposed policy was distributed and discussed. Carpinella suggested adding a sentence indicating displays and exhibits will be at the discretion of the library director's discretion and distributors may be asked to modify or remove the display at the director's discretion. Van Patten will make the suggested revision to the policy and ask the library's attorney to review it before finalizing.
- D. Work Room. Van Patten reported that because of modifications to the plan, the space for the carpeting has been re-measured. The new quote for the carpeting is already covered in Representative Magnarelli's grant. Van Patten provided the Board with diagrams and sketches of the various areas of the work to be done, as well as samples of the proposed LVT, furniture fabric, pictures, and table top materials. At this point she does not have a quote for the cost of the new shelving. She provided the Board with the quote for the other expenses in the total amount of \$49,692.58. The Board approved the quote and Van Patten will begin placing the orders. McManus suggested that the Board consider revising the motion for funding the project to include use of some money from the donation fund. It was decided that the Board would wait for the final numbers, including the shelving quotes, to vote on revising the motion.
- E. Other - None.

IX. New Business

- A. Personnel. Motion by McManus, seconded by Clarkson, that the Board accept the resignation of Library Page Grace Lewis effective October 22, 2017. Carried.

Motion by Carpinella, seconded by Downey, that the Board appoint Kimberly Rivera-Cotto as Page as of November 12, 2017 at \$9.70 per hour. Carried.

- B. Holiday Schedule. The holiday schedule for the library for 2018 was presented and discussed. Motion by Manning, seconded by Maguire, that the schedule be adopted as presented.

- C. Tax Cap Resolution. Motion by Carpinella, 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, 2018-June 30, 2019 fiscal year, the tax levy limit imposed by Municipal Law Section 3-c(3).”

7 in favor, 0 opposed, 0 abstentions. Motion carried.

- D. Opioid Epidemic and Libraries. A New York State Library pamphlet from the New York State Education Department on the need for implementing opioid overdose prevention measures in public libraries was distributed and discussed. It was determined that a committee should be formed to investigate the various aspects and responsibilities of a library policy on this matter. Van Patten will inquire as to what other libraries and the high schools in the area are doing and will speak to the library's attorney concerning the legal aspects of such a policy.

X. Director's Report

The possibility of putting in place a plan for safety in the event the library patrons or staff should be threatened was discussed. This will require further study.

Van Patten reported there was a question concerning collecting sales tax at the book sale and the library's State Fair booth sales. After discussion, it was decided the library was in compliance with all required tax laws and would continue its present policy of not collecting sales tax at either event.

Van Patten reported that the roof work has been completed.

Van Patten advised she had been required to testify at an unemployment hearing concerning a part-time employee. The employee's request for employment was denied.

McManus suggested that the Board look into the IT controls which the auditors from the Comptroller's Office have included in audit reports of Rochester area libraries.

- XI. Adjournment. Motion by Carpinella, seconded by Downey, that the meeting be adjourned at 9:30 p.m. Carried. The next regular Board meeting will be held on Wednesday, December 13, 2017 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary

