

BALDWINSVILLE PUBLIC LIBRARY
Board of Trustees
Minutes of Meeting – January 14, 2015

PRESENT: Barbara Aitken, President; Susan Downey, Ed McManus, Abe Morelli, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary

ABSENT: Robert Manning, Vice President; Linda Clarkson, Bruce King

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

- I. Disposition of Minutes of December 17, 2014. The minutes were distributed and discussed. Motion by Downey, seconded by McManus, that the minutes be accepted as presented. Carried.
- II. Treasurer's Report – Public Fund. The report for November 30, 2014 was distributed and discussed. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried.
- III. Treasurer's Report-Special Fund. The Special Funds Report for January 14, 2015 was presented and reviewed. A new column on the "Checkbook" page containing the warrant number for items paid has been added. Motion by Downey, seconded by McManus that the report be accepted as presented. Carried. Morelli volunteered to resign from the Board and to serve as Special Funds Treasurer to address concerns of the auditor in his report. Aitken advised the Board is looking to make recommendations to satisfy State requirements and appointed Morelli to serve on a Board committee for that purpose. This is one area to be addressed in the Board's Corrective Action Plan in response to the audit.
- IV. Bills – Public Fund. A revised Public Funds Payable Report for December 2014 was distributed and discussed. Van Patten advised that the line for Recorded Books, Inc. had been revised from \$27.80 reported at the Board meeting last month was changed to \$37.74 to reflect an additional book that had not been included in the original report. Motion by McManus, seconded by Morelli, that the revised report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$28,857.30. Carried. The Public Funds Payable Report for January 2015 was distributed and discussed. Motion by Downey, seconded by McManus, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$27,021.42. Carried.
- V. Bills – Special Fund. There were no warrants presented for payment.

VI. Public Comments. Robert Weichert, Earl Styers and Denise Agrippino were present and discussed concerns relating to the State audit and the "Messenger" newspaper story covering the audit. Aitken advised the Board is forming a committee to prepare a Corrective Action Plan ("CAP") for submission to the State which will also be available to the public. Attached as an addendum to the minutes is a summary of discussions between the public members present and the Board member.

VII. Old Business

A. Updates

1. Library Construction Grants. Van Patten reported there was nothing new relating to the grants. The library's current grant project has been approved by OCPL and is at the State level.

2. Monthly Energy Use Review. Van Patten distributed the energy reports to date and explained to the public present how the BOCES program worked and how it had saved the library money for electricity usage.

B. Board Goals for 2014-2015. Van Patten advised the library staff has copies of the Board's goals and explained what they are doing to support the goals. A report will be given to the Board each month.

C. Long Range Plan. Downey reported the committee will meet during the month. She explained the concept of a community calendar for Baldwinsville activities and the goal of working with other local groups.

D. Comptroller's Audit. Aitken asked for volunteers to work on the CAP. McManus, Morrelli and Downey will serve on the committee with her.

E. Other. Aitken distributed notes from a Webinar she attended on Finance and Trustees' Responsibilities and discussed the presentation.

VIII. New Business

A. Schedule Budget Meetings. Meetings to prepare the library budget for the coming fiscal year were scheduled for February 5th and 19th. McManus, Aitken and Van Patten will serve on the committee.

B. Saturday Schedule. Van Patten explained the need to decide on the number of hours to be worked by Saturday library staff and distributed a budget impact statement for the same. It was the consensus of the Board that it should be part of the budget committee deliberations.

- C. Sick Time. One of the auditor's concerns was the 120 days cap on sick days for employees. Van Patten has been employed at the library for over 35 years and currently has 144 sick days accumulated. Van Patten explained that at the time the cap was created, those who were over the cap were told they were "grandfathered" but there was never a formal motion. Thus the board should consider whether or not to make a formal motion stating that she is "grandfathered". And a decision needs to be made on the total number of sick days which can be accumulated by library staff. It was the consensus of the Board that this should be part of the CAP.
- X Director's Report – Van Patten reported the library received a check for \$100.00 from the young girl who participated in the damage to the study room rug. This was deposited into the Building Repair line on the budget.
- On the evening of December 22nd, two boys removed all of the caulking from the two columns at the parking lot entrance. Police investigated and were able to determine the identity of the boys. The quote for repair of the damage is \$300.00 and the cost will be split between the boys. Based on the library's banning policy, the younger boy (age 14) has been banned for three months. This was the older boy's third offense and, accordingly, he has been banned for life.
- The library received a check for \$926.50 for its final grant money for last year's grant. The sum of \$8,338.50 had previously been received, for a total of \$9,265.00.
- The Friends of the Library met and agreed to pay for 72 mugs with the library logo and a new tent for outdoor events.
- Work is continuing on the Whistleblower Policy for the library.
- No resolution has been reached concerning the difficulty of moving the piano because of its wheels. Options are being investigated.
- XI. Adjournment. Motion by Downey, seconded by Morelli, that the meeting be adjourned at 9:15 p.m. Carried. The next regular Board meeting will be held on Wednesday, February 11, 2015 at 7:30 p.m.

Respectfully submitted

Elizabeth Brainerd

BALDWINSVILLE PUBLIC LIBRARY
Board of Trustees
Minutes of Meeting – February 27, 2015

PRESENT: Barbara Aitken, President; Linda Clarkson, Susan Downey, Ed McManus, Abe Morelli, Margaret Van Patten, Library Director

ABSENT: Robert Manning, Vice President; Bruce King

The meeting was called to order by President Aitken at 11:10 a.m.

- I. Comptroller's Audit. Motion by Morelli, seconded by Clarkson, to approve the Corrective Action Plan document to be submitted to the NYS Comptroller's Office. Carried.

Aitkin passed around a copy of the cover letter which will be sent with the Corrective Action Plan. Suggestions were made as to the wording. Motion by Morelli, seconded by Downey, to approve the letter as amended. Carried.

- II. Adjournment. Motion by Downey, seconded by McManus, that the meeting be adjourned at 11:17 a.m. Carried.

Respectfully submitted

Margaret Van Patten, Secretary Pro-tem

BALDWINSVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
Minutes of Meeting - March 18, 2015

PRESENT: Barbara Aitken, President; Susan Downey, Linda Clarkson, Ed McManus, Abe Morelli, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary

ABSENT: Bruce King, Robert Manning

PUBLIC: Denise Agrippino

The meeting was called to order by President Aitken at 7:30 p.m.

- I. Disposition of Minutes of February 11, 2015. The minutes were distributed and discussed. McManus pointed out that Section II of the minutes should read "Public" as opposed to "Special: Fund. He also noted that under Section IV, second paragraph, first line, the words "Special Funds" should be inserted before the word "accounts" and the word "library" should be eliminated. Motion by McManus, seconded by Downey, that the minutes be accepted as corrected. Carried.

Disposition of Minutes of February 27, 2015. Aitken pointed out that her name was misspelled in the second paragraph under Section 1. Motion by Morelli, seconded by Clarkson, that the minutes be accepted as corrected.
- II. Treasurer's Report - Public Fund. The report for January 31, 2015 was distributed and discussed. Motion by Morelli, seconded by Downey, that the report be accepted as presented. Carried.

The report for February 28, 2015 was distributed and discussed. Motion by Morelli, seconded by Downey, that the report be accepted as presented. Carried.
- III. Treasurer's Report - Special Fund. The Special Fund report dated February 11, 2015 was distributed and discussed. Motion by Clarkson, seconded by Downey, that the report be accepted as presented. Carried.
- IV. Bills - Public Fund. The Public Fund payable report for March 2015 was distributed and discussed. Aitken pointed out that the bills for ALA in the amount of \$55.00, Ever-Clean Cleaning in the amount of \$279.62, Harrison Audio & Stage in the amount of \$100.00, Michael Grimm Services, Inc. in the amount of \$982.00, Anna Perun in the amount of

\$60.00, Securitronics Company, Inc. in the amount of \$2,666.60, The Hamilton Group in the amount of \$199.00, University Products, Inc. in the amount of \$225.78 and Village of Baldwinsville - Water Dept. in the amount of \$113.29 had been authorized by her and previously paid to avoid late charges. Motion by Morelli, seconded by Downey, that the payment of those bills be approved. Carried. Motion by Morelli, seconded by Downey, that the entire report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$26,689.13. Carried.

V. Bills - Special Fund. None

VI. Public Comments. Ms. Agrippino asked to see a copy of the Corrective Action Report and Van Patten advised it is available in the library. Agrippino asked about a change in Saturday hours for part-time help. Van Patten explained that it is not going to happen at this time. Agrippino wanted to know if new employees on the maintenance staff will be coming up for evaluation and how the employees are evaluated. Van Patten explained evaluation periods and the conduct of evaluations are explained in the employee handbook and specific evaluations for specific employees cannot be discussed with the public.

VII. Old Business

A. Updates:

1. Library Construction Grants. Van Patten advised that the second stage of current grant is ready to be discussed. Manning sent an e-mail asking for dates when members would be available to meet with Jim Messenger to discuss the construction grant and the preparation for the Barnes & Noble book sale. It was decided the group would meet April 2nd at 11a.m. and April 6th at 2 p.m.

2. Monthly Energy Use. Van Patten distributed the energy reports to date. She advised that the current BOCES contract will expire April 30th and an increase in fees is anticipated.

B. Long Range Plan. Van Patten advised that a meeting with the Volunteer Center, Chamber of Commerce and library staff members is scheduled for the first week in April to discuss the possibility of preparing a community-wide calendar. She will also contact the school and other organizations to invite them to participate.

Participants in the Community Input Day will be invited to an update meeting.

Van Patten has met with a library school student who is working on a community analysis project. The student did a survey on Facebook and the library's web page and received a lot of interest from the public.

- C. Annual Budget Vote and Trustee Election.
1. The public information meeting date has been set for the April 8th meeting at 7 p.m.
 2. Petitions on File by March 23, 2015 - Van Patten advised that Denise Agrippino has picked up a petition to run for Sue Downey's position. Clarkson advised that Craig Maguire has picked up a petition and Carlos Cuccaro has picked up a petition to run for the unexpired term of Abe Morelli. Van Patten advised petitions must be filed at the school district office by March 24th. She also reported that the library can still use the lever voting machines this year.
- D. Board Goals for 2014-2015. Board goals accomplished to date were distributed and discussed. Van Patten advised the Board that one library patron who had received help from the staff later presented the library with a \$125.00 donation.
- E. Personnel Policies.
1. Amend Policy Handbook Page V-13, Vacation Eligibility, Item 2, Last Sentence. Van Patten explained the proposed change in the handbook relating to part-time staff vacation eligibility. It appears that the second sentence provides the potential for someone to earn double credit toward vacation time. Motion by Morelli, seconded by Downey, that the second sentence of the policy be eliminated. Carried.
 2. Cancer Screening Policy. Van Patten advised that to be in compliance with NY CVS Law Section 159-b: NY Code Section 149-B, the library must approve a policy allowing employees to be excused to undertake a screening for breast and prostate cancers for a period not to exceed four hours on an annual basis. She will prepare the formal policy language and submit it to the Board at the April meeting for approval.
 3. Employee Sick Time. Van Patten explained that a limit of 120 sick days was established for employees after she had joined the staff. At present she has 147 ½ sick days and is the only library employee with more than 120. Board action to either approve the sick days accumulated by her or to reduce her sick days to 120 is required. Motion by Clarkson, seconded by Downey, that any employee who had more than 120 sick days at the time the 120 day limit was approved be grandfathered to allow them to retain their total sick days. Carried.

F. Other. None

VIII. New Business

- A. Budget Presentation. McManus presented and explained the proposed budget for 2015-2016. Motion by Morelli, seconded by Clarkson, that the budget be approved as presented.
- B. Tax Cap Update. McManus distributed the real property tax cap for the coming fiscal year.
- C. Election and Public Strategy. Van Patten advised Suzanne McCarthy is working on the public information flyer and bookmarks. The flyers will be distributed at the banks and the Senior Center. McManus suggested that the Town Hall and Clarkson suggested the school district offices also be included. Information relating to the budget and election of trustees is on the library web page. Van Patten will do a presentation at Rotary and the Chamber of Commerce luncheon and will send press releases to the *Baldwinsville Messenger*, *The Post Standard*, and the Radisson and Canton Woods news letters. Notices for the book sale are already posted locally and will also be posted in Oswego and Liverpool.
- D. Annual Report. The library's annual report was presented and discussed. Motion by McManus, seconded by Morelli, that the annual report be approved. Carried.

IX. Director's Report.

VanPatten announced she will be filling a part-time clerical position in the near future because a current part-time clerk is retiring.

She is in the process of switching to using the Polaris acquisitions module in the library.

She discussed library roof leaks and provided pictures of the same. The pictures were sent to King & King for their input. Josall has made suggestions for changes in the library skylight.

VanPatten provided samples of suggested countertop materials to be used in the repair of library bathrooms. Roma Tile is the company being considered.

She advised issues with the carpeting and the replacement of the outside bench are still in process.

President Aitken read a Memorandum of Law prepared by the Bucci Law Office relating to the audit of the library private fund by the State auditor. The Memorandum's finding was that, because the funds are not taxpayer funds, they are not subject to audit. Since it was not addressed, Aitken will contact the Bucci Office to determine whether a library Board member may serve as Special Fund Treasurer.

- X. Adjournment. Moved by McManus, seconded by Morelli, that the meeting be adjourned at 9 p.m. Carried.

Respectfully submitted,

Elizabeth Brainerd, Secretary

Director's Report for Board Meeting... April 8, 2015

Director's Activities

March	3	Member Directors Meeting, at Baldwinsville
	4	Annual Fire Inspection
	18	Rotary Meeting at Methodist Church
	19	Friends of the Library
	24	Staff – Spring Fling PopUp
	25	Full Time Clerks Meeting
	25	Rotary Meeting at Methodist Church
	26	NYLA Continuing Education Committee Conference Call
	26	Long Range Planning Committee Meeting
	26	Meeting with Suzanne McCarthy, Cindy Snyder and Copier Sales Representative
	31	Rotary Seneca River Day Committee, at BPL
	31	OCSLD Officers Meeting, in DeWitt

Other Staff Activities

Val Chism

March	6	YA Meeting, at Salina
	20	ComicCon Meeting, at 3 East Oneida
	27	Summer Reading Program, at Salina

Diane Holbert

March	6	Attended Webinar on Mapping Technology to Community Needs
	11	Collection Development Task Force Meeting, at Liverpool Library

Nancy Howe

March	2	GBCC Monthly Finance Meeting, @ GBCC
	5	OCPL Public Relations Roundtable Mtg, @ Maxwell Memorial
	11	CLRC Finance Meeting (Conference Call)
	12	BPL Staff Meeting
	12	BPL Programming Meeting
	17	GBCC Monthly Luncheon, @ Red Mill Inn
	18	Presentation to B'ville Lions Club, @ Lock 24
	19	Staff – Spring Fling PopUp
	25	NYLA Continuing Education Committee Conference Call

Corrinne Kushner

March	12	BPL Staff Meeting
	18	BPL Programming Meeting
	18	Decoration Committee Meeting

Bob Loftus

March		Completed Math 8 Volume II Study Guide
		Worked with SU and SUNY Cortland to get Interns

Julia Schult

March	3	Met with Recorded Books vendor
	6	ALA Webinar on Digital Inclusion

Director's Report for Board Meeting... April 8, 2015

10	NYLA RASS Board Meeting (Newly Appointed Programmer)
12	BPL All Staff Meeting
	Library Programs Meeting
15	Hosted Celtic Ceilidh
19	Friends of the Library
26	Long Range Planning Committee meeting

Programs

March			
	42 Story Times (CK)		541
	Park Terrace (BK)		5
	7 Computer Appointments (NH)		7
	8 Computer Appointments (JS)		8
	1 Resume Appointments (NH)		1
	3 Job Hunt Appointments (JS)		3
	1 Exam Proctoring (NH)		1
	3 Compueter Appointments (RL)		3
3	Open Writers' Group (JS)		4
4	Pulling Threads (JS)		12
	Wired Wednesday: Shopping Online (DH)		3
6	Tech Help Drop In (JS, RL)		8
7	Off the Floor Yoga (JS)		19
8	Teen Tech Week: Minecraft (VC)		10
10	Baldwinsville iPad Users Group (JS)		4
	Open Writers' Group (JS)		4
	Art Reception (DH)		54
11	Wired Wednesday: Computer Basics – The Web (JS)		5
12	Mystery Readers (JS)		14
	Senior Health Information, at Canton Woods (RL)		6
	Cardmaking Workshop (JS)		16
13	Celebrate Spring (CK)		8
	Tech Help Drop In (JS, RL)		10
	Travelers Club (MVP)		25
14	Off the Floor Yoga (JS)		19
	Jigsaw Puzzle Exchange (DH)		33
	2 Elden Enrichment: Wimpy Kids (CK)		30
15	Celtic Ceildh (JS)		125
17	Books for Breakfast (JS)		18
	Yu-Gi-Oh (VC)		18
	Open Writers' Group (JS)		4
18	Pulling Threads (JS)		8
	Wired Wednesday: Free Recordings Online (RL)		4
	Open Mike Night (VC)		32
19	Friends of Library: Trekking in Peru (JS, MVP)		35
	Onondaga Otaku (VC)		30
20	Tech Help Drop In (JS, RL)		12
	Cookie Wars (CK, MVP)		8
21	Off the Floor Yoga (JS)		18
	The Wizard of Oz (NH)		11

Director's Report for Board Meeting... April 8, 2015

23-24	Library Instruction for Bryant and Stratton Students (DH)	20
24	Blood Pressure Clinic (JS)	13
	Open Writers' Group (JS)	5
25	Wired Wednesday: Computer Basics (JS)	4
	In Stitches (JS)	12
27	Tech Help Drop In (JS, RL)	12
28	Of the Floor Yoga (JS)	19
	Youth Fair, at Baker High School (CK)	30
29	Pysanky (JS)	25
31	SAT & ACT Prep Drop In (RL)	4
	Open Writers' Group (JS)	6
	Program Total:	<u>1326</u>

Art Exhibit

March Ray and Durgee Students

Community Room Use

March	1	Leadership Meeting BSA Troop 114	12
	2	Optimist Board Meeting	10
	3	Suburban Directors Board Meeting	20
	4	Candlelight Quilting Guild	20
	5	Baldwinsville Girls Volleyball	12
	6	Moving Up Day at McNamara	25
	7	Quilting with Friends	8
	8	Overeaters Anonymous (OA)	18
	9	Seneca Girls Softball League Sign Ups	8
	10	Beading Buddies	12
	11	Suburban Directors Board Meeting	10
	12	Candlelight Quilting Guild	6
	13	CNY Waterways	20
	14	Faith Ridge Board of Managers' Meeting	10
	15	Seneca River Day Planning	43
	16	VFW Post 153 Ladies Aux.	20
	17	VanBuren Republican Committee Meeting	15
	18	OA	14
	19	General Membership Meeting	20
	20	Tourettes Support Group	25
	21	Board of Director's Meeting	9
	22	Betsy Baldwin DAR	30
	23	Sleep Apnea and Snoring	24
		Women's Garden Club of Baldwinsville	10
		CNY Women Connected	20
		Sewing	30
		OA	15
		FNNA Annual Meeting	25
		Monthly Leader Meeting	30

Director's Report for Board Meeting... April 8, 2015

24	Elden Leadership Team	20
	YMCA Job Fair	415
	Baldwinsville Volunteer Center March Board Meeting	10
25	Access CNY Code of Ethics Training	50
	Patron with Conference Phone	1
	Coast Guard Flotilla Meeting	15
26	Access CNY Code of Ethics Training	50
	Rotary Seneca River Day Meeting	10
27	Quilting with Friends	8
28	OA	15
	YMCA Job Fair	310
	O. A. Presentation	10
29	Triple AAA Blue Jays	20
30	Baldwinsville Lions Club	5
	Baldwinsville Little League	30
	Michael Morrison	15
	Baldwinsville Little League	20
31	Who's Going to Pay for the Nursing Home?	16
	Girl Scouts Troop #10127	10
	4-H Meeting	12
	Cause to Celebrate	30
	Baldwinsville Little League	25
	Community Room Total:	<u>1598</u>
	Program Total:	<u>1255</u>
	Grand Total:	<u>2853</u>

Director's Report (asterisked items require discussion):

NEW RESOURCE

OCPL has subscribed to a resource called lynda.com and it is available to all OCPL patrons. It is contains online courses and video tutorials that helps anyone learn business, software, technology and creative skills. Available topics include: Photography, Photoshop, Web Design, 3D + Animation, Audio, Video, Business Management, Microsoft, Apple, Adobe and Dreamweaver just to name a few.

DONATION

The library has received a \$150 donation from Lorraine Van Luven in appreciation Nancy Howe and Bob Loftus. They guided Ms. Van Luven as she learned how to scan photos and use MS Publisher with the end result being that she created a document illustrating her family history.

PERSONNEL

Accept the retirement of Kathleen Seabury effective April 10, 2015.

FIRE INSPECTION

The annual fire inspection was held on March 4th. At the time of the inspection one emergency light had a dead battery and the inspector was concerned about the 15 second delay on the two emergency exits (story hour room and at the end of the reference section). The custodians replaced the battery the next day. On March 25th I received a call from Steve Rosenberger, School District Director of Facilities and

Director's Report for Board Meeting... April 8, 2015

John Raflowski, Safety Officer. Mr. Raflowski researched the 15 second delay on the emergency exits and determined that we could not have a delay. He cited from **NYS Fire Code - 2006 and 2010, Chapter 10 – Egress.** In his followup e-mail he stated “*When you read 1008.1.8.6, it is not that easy to interpret, but it is our position that Group A, E, and H Occupancies are prohibited from utilizing the delayed locking mechanisms (on egress side). Libraries are classed as A Occupancies. All other occupany classes that have automatic sprinkler systems or an approved heat detection system installed, are allowed to install these, provided they meet all the requirements listed in items 1 through 6 under this part.*”

Mr. Rosenberger stated that he had to turn his report into the NYS Education Department by the end of the month and if we are not compliant it could affect our certificate of occupancy. I e-mailed Bruce King and he stated that “*At the time the delayed exit panics were installed they were code compliant, and approved by State Ed. However now the code does not allow them in Assembly occupancies, so the inspector is correct. The delay should be deactivated, but not the alarm. If that isn't easy for you to do, B.R. Johnson is the original hardware supplier, and can help.*” I contacted B. R. Johnson and they were unable to send a service technician until March 30. In the meantime I spoke with Steve Rosenberger and told him that I could temporarily disable the delayed opening by holding the panic bar down until for the 15 seconds and then not reactivate the door. He thought that would be a workable temporary fix. I did the temporary disable and notified the staff to not reset it. A service technician from B. R. Johnson came on March 30th. He was unable to find any way to permanently disable the delay. He said that they usually install the doors but an alarm company connects the alarm and delay. I do not recall that we had an alarm company for the doors at the time of construction but I remember someone, I believe it was from Myriad Electric, tell us the bypass code they created. Bruce King agreed that that might be the case. Myriad has permanently deactivated both doors so that the doors open as soon as you press the panic bar. They also fixed it so that an alarm will still sound if someone does try to open the door.

PATRON FALL

On Tuesday, March 24th a patron entered the library via the parking lot entrance where she tripped and fell on the mat. She said that her wrist and arm hurt. She was in the library to tutor some young students and once she was up she went on to tutor the students. We gave her ice to put on the wrist. She called on Friday to say it still hurt and she was going to the doctor. She was told to by the doctor’s office to bring any paperwork from the library about insurance. I gave her the name of the insurance company. When I came to work on Monday afternoon there was a note from her stating that she had broken her elbow and that it was in a cast. I contacted our insurance company representative and described the situation. He took her name and phone number and said he would contact Utica Mutual. Utica Mutual contacted me for my statement and they are going to also contact the patron and the witness for their statements.

CANCER SCREENING POLICY

Based on the discussion at the March board meeting I have drafted wording for the breast and prostate cancer screening policy. I propose that it become part the employee handbook/policy under Section III. Benefits of Employment under Sick Leave. A draft copy of the proposed text in the context of the Sick Leave section is enclosed in this mailing.

CARPET

We received a check for \$1,250 of the \$5,000 grant from Assemblyman Magnarelli toward carpet replacement. The money needs to be expended by June 30, 2015.

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – May 13, 2015

PRESENT: Barbara Aitken, President, Susan Downey, Linda Clarkson, Robert Manning, Ed McManus, Abe Morelli, Trustee Elect Carlo Cuccaro, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary

ABSENT: Bruce King

The Board meeting was called to order by President Aitken at 7:30 p.m.

- I. Disposition of Minutes of April 8, 2015. The minutes were distributed and discussed. Motion by Manning, seconded by Downey, that the minutes be accepted as presented. Carried.
- II. Treasurer's Report – Public Funds. The Treasurer's Report was distributed and discussed. Van Patten pointed out that the budget will go over on the Building Repairs line because of recent problems with the pumps. Motion by Morelli, seconded by Downey, that the report be accepted as presented. Carried.
- III. Treasurer's Report – Special Funds. The Special Funds report was distributed and discussed. Motion by Manning, seconded by McManus, that the report be accepted as corrected. Carried.
- IV. Bills – Public Funds. The Public Funds payable report for May 2015 was distributed and discussed. Motion by Manning, seconded by Downey, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$44,667.41. Carried.
- V. Bills – Special Fund. A warrant was presented for payment of books purchased with funds donated for that purpose and for expenses in connection with the Ruth Connell Award in the total amount of \$313.99. Motion by McManus, seconded by Downey, that the warrant be paid.
- VI. Public Comments – Denise Agrippino was present and asked if any decision had been made on the method of moving the library's piano. VanPatten advised it had not yet been decided. Ms. Agrippino also asked if a decision had been made on the purchase of bathroom counter tile for the two public bathrooms and VanPatten advised it was an agenda item during the meeting.

VII.

Old Business

A. Updates

1. Library Construction Grants. Manning reported that last year's grant had been completed the prior week. There is now a new large screen display in the Children's Story Room and six speakers in the ceiling. It was agreed that the Board would hold its June meeting there. Manning explained the goal was to make the children's Story Room a stand-alone community room and that goal has been met. He reported he is expecting the OCPL award announcement in the near future and the Board can then submit the completion form.

OCPL has asked for the library's intent to apply for the 2016 grant in the amount of \$10,000.00 and the Board will do so. Manning felt one of the options for the use of the money might be to purchase a high efficiency pump. He also felt the staff might contribute ideas. Motion by Manning, seconded by McManus, to forward to OCPL the library's notice of intent to apply for a \$10,000.00 construction grant this year. Carried.

2. Monthly Energy Use Review. The energy report was distributed and discussed. Manning reported that beginning May 1st the new electric rate of 6.06 cents would be in place. The previous rate had been 4.85 cents and the increase should result in a cost to the library of approximately \$40,000.00. This would be under the budgeted amount of \$50,000.00. VanPatten reported that the library had been advised by BOCES that the library's payments to date made a final payment for the past fiscal year unnecessary.

3. Corrective Action Plan Review. Aitken distributed the Corrective Action Plan (CAP) prepared by the Board in response to the audit. She pointed out that many of the recommendations have already been implemented. It was decided that each auditor's recommendation and the Board's proposed implementation will be reviewed and discussed at the June meeting. Manning recommended follow up for each implementation to determine if it is working. Aitken advised she is meeting with Attorney Rosemary Bucci to discuss the CAP.

B. Long Range Plan 2014-2016. VanPatten reported the committee had met and provided an update on Jennifer Morris's previous presentation. She also reported three fire drills have been scheduled.

C. Annual Budget Vote and Trustee Election. VanPatten reported that the budget had passed with 226 "yes" votes and 28 "no" votes. Sue Downey was re-elected to a five year term. There were 154 votes for Sue Downey, 43 votes for Denise Agrippino and 43 votes for Craig Maguire. Carlo Cuccaro was elected to the unexpired one-year term on the board with 208 votes.

- D. Conflict of Interest Policy. Aitken distributed and explained the proposed policy. It was the consensus of the board that the policy should be addressed at each Board meeting as an agenda item directly following the disposition of minutes. It was also decided that it would be appropriate to include a copy of the policy with the petitions for election to the Board and that it should be part of the Trustee oath of office. Motion by Manning, seconded by Downey, that the policy be included in future agendas of the Board meetings immediately following the disposition of minutes, to be addressed as part of the normal business of the board. Carried. Motion by Morelli, seconded by Clarkson, that the Board insert the policy as written into the employee handbook. Carried.
- E. Public Comments Policy. The policy was distributed and discussed. Proposed additions and revisions to the policy were suggested. Aitken will present the revised policy for consideration at the June meeting. McManus inquired about the status of a Whistleblower Policy and it was decided it would be part of a future meeting agenda.
- F. Bench. VanPatten presented a proposal for two new benches at a cost of \$843.00 each, for a total of \$2,120.50 including shipping. Motion by Manning, seconded by McManus that the library purchase the benches in a dark green color. Carried. Manning suggested the Board consider using the bench currently in the back of the library in another spot on library grounds.
- G. Carpet. VanPatten reported the library had received a grant of \$5,000.00 from Assemblyman Magnarelli's office toward the purchase of carpet. Information compiled by King on proposed selections was distributed and discussed. The cost of "walk off" carpet near the back entrance would be approximately \$5,000.00 and the balance of the carpeting would be an additional \$5,600.00. The project must be completed by the end of June to qualify for Assemblyman Magnarelli's grant. Motion by McManus, seconded by Clarkson, that the library purchase the new carpet as recommended by King to cover both the "walk off" carpet and the carpet to extend to the Genesee Street entranceway. Carried.
- H. Public Restroom Sinks. VanPatten provided a sample of the tile recommended by King for the two public bathrooms at a cost of \$3,900.00 from Roma Tile and Marble. After discussion, it was decided that the Board would seek at least one more quote before making a decision. It was also suggested that the project could be moved into next year's budget.
- I. Pumps. VanPatten reported two new pumps have been installed. The system was originally designed for two pumps, but only had one. Cooney has to install

the control panel before they will be fully operational. He will rebuild one of the pumps in the basement some time in the future. He suggested tying in an alarm system with Securtronics to alert library personnel to any pump failure such as the one which caused water to back up in the basement.

- J. Other. Downey advised Ruth Connell Day will be held on May 28th and Board members volunteered contributions for the event.

VIII. New Business

- A. Agreement Between BPL and Baldwinsville School District. The proposed Agreement Between BPL and the Baldwinsville School District was distributed and discussed. McManus felt that #7 on the Agreement should be deleted. Aitken advised that she is meeting with Attorney Rosemary Bucci to discuss changing the name of the Private Fund. Motion by Morelli, seconded by McManus, that the Agreement be approved with the deletion of the words "and special funds established by the Library Board" from #7 of the Agreement. Carried.
- B. Adjustment of Salaries Effective July 1, 2015. The salary proposals for 2015-2016 were distributed and discussed. Motion by McManus, seconded by Downey, that the Board approve the salary changes for the staff as presented to become effective July 1, 2015. Carried.
- C. Appoint Nominating Committee. Sue Downey and Linda Clarkson were appointed as the nominating committee for officers and secretary for the 2015-2016 fiscal year.

IX. Director's Report

Van Patten asked the Board for permission to close one day in June to install the carpeting and hold a staff development day. Motion by Morelli, seconded by Downey, that the day to close be determined at the discretion of the Director after coordinating the time with the carpet installer. Carried.

Manning announced that Assemblyman Barclay will be at the library on Friday at 4 p.m. and urged Board members to attend.

- X. Adjournment. Motion by Clarkson, seconded by Morelli, that the meeting be adjourned at 9:45 p.m. Carried. The next regular Board meeting will be held on Wednesday, June 10, 2105 at 7:30 p.m.

Respectfully submitted,

Elizabeth Brainerd, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – June 10, 2015

PRESENT: Barbara Aitken, President, Susan Downey, Linda Clarkson, Abe Morelli, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary

ABSENT: Bruce King, Robert Manning, Edward McManus

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

- I. Disposition of Minutes of May 13, 2015. The minutes were distributed and discussed. Motion by Clarkson, seconded by Downey, 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 or library matters.
- III. Treasurer's Report – Public Fund. The Treasurer's Report was distributed and discussed. Aitken pointed out the difference between the April membership dues line of \$2,779.79 and the May membership dues line of \$2,581 and questioned why the May line was lower than the April line. Van Patten felt there was likely an error in posting and will investigate and report at the July meeting. Motion by Morelli, seconded by Downey, report be accepted as presented. Carried.
- IV. Treasurer's Report – Special Fund. The Special Fund Report was presented 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 June 2015 was distributed and discussed. Motion by Morelli, seconded by Downey, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$45,455.58. Carried.
- VI. Bills – Special Fund. A warrant in the amount of \$70.00 for payment to Noble's Florist for a flower arrangement for the Ruth Connell Award Day was presented. Moved by Downey, seconded by Clarkson, that the warrant be paid. Carried.
- VII. Public Comments – None.
- VIII. Old Business
 - A. Updates
 1. Library Construction Grants. Van Patten advised that the large screen TV in the Children's Story Room was operating and the project had been completed.

She reported that Manning is working on the next grant. The library has received a quote for under \$10,000.00 from Securitronics (1) to tie an alarm into the security system to provide an alert if pumps in the basement fail, and (2) to provide additional cameras in library areas where surveillance is not now possible. It was the consensus of the Board that this might be a possible use for the grant money.

2. Monthly Energy Use Review. No report.
- B. Long Range Plan 2012-2016. Van Patten reported the committee had not been able to meet during the month. She also advised that there was a fire drill in the library and staff feedback was positive.
- C. Rescind Tax Cap Resolution. Aitken advised that since the library budget had not exceeded the tax cap and the Board had passed a resolution to do so if necessary, it was now required that the Board rescind that resolution. Moved by Morelli, seconded by Clarkson, that the Board repeal the November 12, 2014 resolution to override, for the July 1, 2015-June 30, 2016 fiscal year, the tax levy limit imposed by Municipal Law Section 3-c(3). Carried.
- D. Government Efficiency Plan. This plan represents a proposal to reduce the money received by the library from taxes by 1%, which is about \$14,000.00 for the fiscal years beginning 2016, 2017 and 2018. This would require either reducing the library budget itself by 1% or acquiring the money from some source other than public funds. Van Patten advised that the plan has been completed.
- E. Corrective Action Plan: Private Fund Recommendations IV, V, VI .
 1. Name Change. Motion by Clarkson, seconded by Downey, that the name of the Private Fund be changed to the Donation Fund. Carried.
 2. Auditors Recommendations IV, V, and VI were discussed:

Recommendation IV. Motion by Aitken, seconded by Clarkson, that all claims paid from the Donation Fund are audited and approved prior to payment and are supported by a warrant with detailed invoice, receipts, or other documentation attached. Carried.

Recommendation V. Motion by Aitken, seconded by Downey, that reimbursements from the Donation Fund will require a claim with documentation from each individual involved and that reimbursement will be made in the form of a check to each individual. Carried.

Recommendation VI. Motion by Aitken, seconded by Downey, that pre-numbered receipts are sent to every donor and duplicates of those receipts be kept on file for three years. Carried.

Recommendations I, II and III were also discussed. Aitken is meeting with Attorney Rosemary Bucci to discuss them in detail and will report at the July meeting.

- F. Carpet. Van Patten reported the library will be closed on June 16th for a Staff Development Day and the walk-off carpet in the entry will be installed that day. The balance of the carpeting will not be available until later in the month due to a computer glitch on the part of the manufacturer. Van Patten checked with SED to see if the deadline to install the carpeting could be extended to prevent the loss of the grant, which required installation by the end of the month, and was given an extension to July 30, 2016. The carpet will be installed on a Sunday in July when the library is normally closed. There was discussion that the manufacturer might be willing to offer a discount in price for the inconvenience created by their delay. Van Patten will check.
- G. Public Comments Policy. The Public Comments Policy and Intent to Speak Form were distributed and discussed. Motion by Downey, seconded by Morelli, that the policy and form be approved as presented. Carried.
- H. Other. Van Patten advised that the library's insurance policy did not include coverage for the damage in the basement caused by the flooding due to the pump failure and would have to be paid from the library budget.

IX. New Business

- A. Report of Nominating Committee. Downey reported that the slate of candidates for 2015-2016 Library Board officers were as follows: President – Barbara Aitken; Vice-President – Robert Manning; Public Fund Treasurer – Tim Lynch; and Secretary – Elizabeth Brainerd. A Donation Fund Treasurer will be appointed at the July meeting.
- B. Set Budget Vote Date. Motion by Morelli, seconded by Downey, that the next annual library budget vote be held on April 21, 2016. Carried.
- C. Insurance Policy. Van Patten discussed the new insurance policy for the library. The premium of \$9,404.63 represents a 4% increase over last year. She also reported that the library would be receiving a dividend from the insurance company in the amount of \$1,200.90. Motion by Downey, seconded by Clarkson, that the Board approve the policy. Carried

IX. Director's Report

Van Patten advised that she had received a Foil request asking for, in electronic form, all of the library's purchase orders containing vendor information from 2010 to date. The request was from a company which uses its database to sell the information. She spoke with Attorney Cook in the Bucci Office about how to respond to the request. Ms. Cook will research the question of whether a response is required and advise. Morelli suggested that if the library must comply Van Patten should advise the person requesting the information that he is free to come to the library and review the invoices, rather than have library personnel take the time and effort to prepare the response in electronic form.

Van Patten reported that because of an error on the School District's part, Julia Schultz had been overpaid \$90.00 in her salary. Now that the error had been discovered, Van Patten was seeking direction from the Board on how to deal with the repayment to the district. After discussion it was the consensus of the Board that Julia be allowed to repay the \$90.00 in one lump sum or in increments and that the District offer her an apology for the mistake.

Van Patten reported that Channel 9 wants to do a story about the Little Free Library in Baldwinsville. A reporter will be at the library June 12th at 10 a.m. to film the story. Van Patten requested that Morelli be present to explain the project and he agreed to be there.

Van Patten demonstrated the use of the new video system in the Children's Story Room through a project initiated by Diane Holbert, who had recently completed an internship at the library. Diane digitized many of the photographs of the library depicting its history and put it online, together with descriptions and stories about the photographs. When her internship was completed, Diane continued to work on the project as a volunteer and then as a librarian. Through her efforts the library is now part of the New York Heritage site online. The Board felt Diane was owed a debt of gratitude for her work.

- X. Adjournment. Motion by Downey, seconded by Clarkson, that the meeting be adjourned at 9:45 p.m. Carried. The next regular Board meeting will be held on Wednesday, July 8, 2105 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – July 8, 2015

PRESENT: Barbara Aitken, President, Susan Downey, Robert Manning, Carlo Cuccaro, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary

ALSO PRESENT: Abe Morelli

ABSENT: Linda Clarkson, Bruce King, Ed McManus

- I. The meeting was called to order by Secretary Brainerd at 7:35 p.m.
- II. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board or Library matters.
- III. Oath of Office for Newly Elected Trustees. The oath of office was read aloud and signed by newly elected trustees Carlo Cuccaro and Susan Downey.
- IV. Report of the Nominating Committee and Election of Officers. Downey read the list of nominees as follows: President – Barbara Aitken; Vice-President – Robert Manning. The secretary asked for other nominations from the floor. There were none. Motion by Downey, seconded by Manning, that the slate of officers be accepted as presented and the officers elected to their posts. Carried.
- V. Organizational Details. Aitken presented the following:
 - A. Monthly Meeting Night: Second Wednesday of each month
 - B. Official Newspaper: *Baldwinsville Messenger*Motion by Downey, seconded by Cuccaro, that the monthly meeting night and official newspaper be accepted as presented. Carried.
- C. Appointment of Public and Donation Fund Treasurers: Aitken presented the following: Appointment of Tim Lynch as Public Funds Treasurer, and Appointment of Abe Morelli as Donation Fund Treasurer. Motion by Downey, seconded by Manning, that the appointments be accepted as presented. Carried.
Motion by Downey, seconded by Manning, that Abe Morelli be permitted to speak on financial issues relating to the library during all Board meetings. Carried.
- D. Appointment of Secretary: Aitken proposed Elizabeth Brainerd as Board Secretary. Motion by Downey, seconded by Cuccaro, that the appointment be accepted as presented. Carried.

E. Appointment of Board Attorney. Aitken proposed Rosemary Bucci as Board Attorney. Motion by Downey, seconded by Manning, that the appointment be accepted as presented. Carried.

VI. Disposition of Minutes of June 10, 2015 Meeting. The minutes were distributed and discussed. Motion by Downey, seconded by Cuccaro, that the minutes be accepted as presented. Carried.

VII. Treasurer's Report: Public Fund. No report.

VIII. Treasurer's Report: Donation Fund. The Donation Fund report was distributed and discussed. Morelli advised the Board that he had been able to negotiate a Certificate of Deposit interest rate of .9% for a thirteen month CD. He reported that new laws require penalties for early withdrawals. Motion by Manning, seconded by Downey, that the report be accepted as presented. Carried.

Morelli advised he had checked with the bank concerning having two signators for Donation Fund checks and was advised that the bank always requires only one signature on a check. Motion by Downey, seconded by Cuccaro, that (1) only one signature be required for payment on Donation Fund checks, (2) that three copies of the warrant is prepared for every check written and (3) that no checks will be issued without three copies of the warrant. Carried.

IX. Bills: Public Fund. The Public Fund payable reports for Year-End and July were presented and discussed. Motion by Manning, seconded by Downey, that the Year-End report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$46,399.03. Carried. Motion by Cuccaro, seconded by Manning, that the July report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$15,634.22. Carried.

X. Bills: Donation Fund. A warrant was presented in the amount of \$125.69 for payment of a display holder with monies donated by the Jenkins family. Motion by Downey, seconded by Manning, that the warrant be paid. Carried.

XI. Public Comments: None.

XII. Old Business

A. Updates

1. Library Construction Grants. Manning reported that the 2014-15 grant has still not been awarded, due to a hang-up in the Dormitory Authority. However, as soon as the glitch has been solved, the library will get a check for 90% of the grant immediately and will get the last 10% after the project has been completed.

Manning then distributed and explained a proposal from Securitronics for the new 2015-16 grant, which will involve the purchase and installation of two new cameras, an upgrade of other cameras currently being used in the library, and a sump pump alarm integration system at a total cost of \$9,855.00. Motion by Manning, seconded by Downey, to accept the proposal from Securitronics and

use it as this year's Library Construction Grant in the amount of \$9,855.00. Carried.

2. Monthly Energy Use Review. The June energy report was distributed and discussed. The June energy cost has not yet been posted by National Grid, but Manning opined that the projected total cost for the year would be between \$39,000.00 and \$40,000.00.
- B. Long Range Plan 2014-2016. Downey reported that a meeting was scheduled to review comments from the staff relating to the fire drill recently held at the library and to review the library's disaster plan.
- C. Carpet. VanPatten reported that the walk-off carpeting had been installed and the staff had participated in a staff development day during that time. The balance of the carpet for installation up to the reference desk has arrived and is currently scheduled for installation the last Sunday in July. After discussion, it was determined that Van Patten would obtain quotes for additional carpeting to extend to the front door with the possible result of completing the installation of all required carpeting for the library at the same time. She will report at the next meeting on cost and scheduling possibilities.
- D. Public Bathrooms. Van Patten submitted quotes and samples from companies for installation of new granite countertops in the bathrooms for review and discussion. Motion by Manning, seconded by Cuccaro, to accept the proposal from Vallars Company for installation of antique white granite in the bathrooms at a cost of \$2,932.50. Carried. There was also discussion concerning the possible purchase of hand dryers for the bathrooms. It was the consensus of the Board that Van Patten should investigate the sound levels of various dryers and report at the next meeting.

XIII. New Business

- A. Petty Cash: Postage Asset Account. Motion by Manning, seconded by Downey, that the library maintain a petty cash account and a postage asset account, each in the amount of \$200.00. Carried. Motion by Downey, seconded by Cuccaro, that all cash reimbursements to staff and others from these accounts for personal funds expended be limited to \$20.00 for each reimbursement. Any reimbursement amount over \$20.00 is to be paid by check. Carried.
- B. Purchasing Agents. Motion by Cuccaro, seconded by Manning, that Meg Van Patten and Cindy Snyder be designated as Purchasing Agents for the library. Carried.

- C. Year-End Budget Transfers. Van Patten distributed the report of the library's operating expenses for the 2014-2015 fiscal year.

After discussion, motion by Manning, seconded by Downey, that the following transfers be made: \$12,100.00 transferred from "Maintenance Expenses" to the "Equipment" line; and \$540.00 transferred from "Fees" to the following accounts: Dues - \$100.00; Rent/Repair Equip. - \$10.00; Repairs/Building - \$40.00; Telephone - \$60.00; Custodial Supplies - \$300.00; Disability - \$30.00. Carried.

After discussion and review of anticipated future expenses, motion by Cuccaro, seconded by Downey, that the following encumbrances of library funds be made: \$70,000.00 for carpeting from the center part of the library to the windows, including the study room; \$200.00 for support of the NYLA/CLSE library booth at the New York State Fair; \$668.00 for Julia Schultz for conference lodging; \$240.54 to Key Bank for conference expenses; \$2,010.26 to 3M for recordings; \$1,400.00 to Barnes and Noble for books; \$199.98 to Key Bank Best Buy and \$207.96 to Key Bank Music & More for New Innovation. Carried.

XIV. Director's Report

Van Patten reported that the plan adopted at the last Board meeting for reduction of 1% of the library budget under the Government Efficiency Plan was not acceptable to the State and the Board would be investigating other options at a future time.

Van Patten reported the new TV in the Children's Room had fallen off the wall. Jim Messenger reinstalled it and paid for damage to a table it hit.

Van Patten advised that GM had paid for only one of the new benches purchased for the back of the building, since only one had been damaged by the driver who hit it, even though it was necessary to replace both to ensure they matched. The library received half of the total cost for the two benches.

XV. Adjournment. Motion by Downey, seconded by Manning, that the meeting be adjourned at 9:50 p.m. Carried. The next regular Board meeting will be held on Wednesday, August 12, 2015 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – August 12, 2015

PRESENT: Barbara Aitken, President, Linda Clarkson, Susan Downey, Bruce King, Robert Manning, Edward McManus, Carlo Cuccaro, Margaret Van Patten, Library Director

ALSO PRESENT: Abe Morelli

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

- I. Disposition of Minutes of July 8, 2015 Meeting. The minutes were distributed and discussed. Motion by Manning, seconded by Downey, 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 or Library matters.
- III. Treasurer's Report: Public Fund. Motion by Manning, seconded by Downey, to accept the treasurer's report dated July 30, 2015. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report was distributed and discussed. Motion by Manning, seconded by Downey, that the report be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Payable report for August was presented and discussed. Motion by Manning, seconded by Clarkson, that the August report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$86,908.01. Carried.
- VI. Bills: Donation Fund. There were no bills presented.
- VII. Public Comments: None.
- VIII. Old Business
 - A. Updates
 1. Library Construction Grants. Manning reported that the 2014-15 grant has been awarded. The award is expected to be 69% instead of 75% due to the number of libraries within OCPL who are submitting applications. Manning also reported that the 2015-16 grant application is in process.
 2. Monthly Energy Use Review. The June energy report was distributed and discussed. Due to the new contract negotiated by BOCES, the rate is up slightly from 4.85 to 6.06.

- B. Long Range Plan 2014-2016. Downey reported that the committee has met since the last Board meeting and they are working on updating the evacuation and disaster plans. They have also revised the emergency responder guide and will be scheduling refresher training for the emergency responders.
- C. Carpet. The Board reviewed the quotes for carpet replacement in the various sections of the library. After reviewing the quotes and the available funds, two motions were made regarding the installation of the carpet. Motion by King, seconded by Cucaro, that The Effect Group be hired to re-carpet from the center spine to the west end and from the center spine to the end of the children's area at a cost not to exceed \$64,000. Carried. Motion by King, seconded by Cucaro, to purchase carpet for the story hour room, circulation desk area, technical services, computer lab, study rooms, and offices at a cost not to exceed \$10,000. Carried.
- D. Audit. Aitken, Manning, Clarkson and Van Patten will meet to review the forms related to comp time and leave requests and will present them for approval at the September Board meeting.

IX.

New Business

- A. Personnel Changes. Motion by McManus, seconded by Manning, to accept the resignations of following library pages:

Nicholas Langdon	Page	effective August 20, 2015	Going off to college
Hannah Olds	Page	effective August 22, 2015	Going off to college
Madeleine Heaton	Page	effective August 21, 2015	Going off to college
Alison Hernandez	Page	effective August 20, 2015	Going off to college

Carried.

Motion by Downey, seconded by Manning, to approve the appointment of the following people to the position of Library Page at the rate of \$8.75 per hour effective August 3, 2015; Kalie Arnold, Lauren Edmonds, Madison Minnoe, Shannon Perrotta, Briana Ragonese, Maria Ragonese. Carried.
- B. Whistleblower. Aitken distributed a draft of the whistleblower policy and asked that Board members review it and provide her with any comments. A suggestion was made that the policy should include a timeline.
- C. Tree Damage. Van Patten reported that one of the trees along the parking lot was vandalized; portions of the bark have been deliberately removed. It was determined that the damage was done by the same person who pulled up part of the carpet in Study Room Three and removed caulking from the columns at the parking lot entrance. He has been arrested and charged with the destruction.

X.

Director's Report.

Van Patten reported the results of her research into hand dryers. The board has decided to table the item indefinitely.

Gardener Cathy Loperfido examined the current daylily beds and presented a proposal to refresh the beds. She would totally remove the existing plantings, replant the three beds with a variety of beautiful multi-colored daylilies that she would dig and provide at no charge from her own gardens, mulch the beds, and perform ongoing weeding. It is estimated that it would take about 15 to 20 hours at rate of \$20 per hour. She can also do hand weeding at \$20 per hour for an estimated 1 to 2 hours per month. Motion by McManus, seconded by Cuccaro to accept Loperfido's proposal. Carried.

XI.

Other. McManus reported that he has a new e-mail emcmanus.seneca@gmail.com.

McManus suggested that when setting the 2016-17 meeting schedule, the August Board meeting date be shifted by a week so that Van Patten will not have to come back from the Adirondacks to attend the meeting.

XII.

Adjournment. Motion by Downey, seconded by Manning, that the meeting be adjourned at 9:15 p.m. Carried. The next regular Board meeting will be held on Wednesday, September 9, 2015 at 7:30 p.m.

Respectfully submitted.

Margaret Van Patten,
Secretary Pro-tem

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – September 9, 2015

PRESENT: Barbara Aitken, President, Linda Clarkson, Susan Downey, Robert Manning, Ed McManus, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary

ALSO PRESENT: Abe Morelli

ABSENT: Carlo Cucarro, Bruce King,

The meeting was called to order by President Aitken at 7:40 p.m.

- I. Disposition of Minutes of August 12, 2015 meeting. The minutes were distributed and discussed. The following corrections were made:
(1) Section III. Treasurer's Report: Public Fund: The date of the treasurer's report was corrected to June 30, 2015, from July 30, 2015.
(2) Section VIII. A. Updates. 1. Library Construction Grants. The first sentence should read: "Manning reported that the 2015 grant has been awarded."
(3) Section VIII. A. Updates. 2. Monthly Energy Use Review. The Last sentence should read; "Due to the new contract negotiated by BOCES, the rate is up slightly from 4.85 to 6.06 cents per kilowatt hour of electricity."

Motion by Manning, seconded by Downey, that the minutes be accepted as corrected.
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. No report.

- IV. Treasurer's Report: Donation Fund. The Donation Fund report was distributed and discussed. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried.

- V. Bills: Public Fund. The Public Fund Payable reports for September 2015 were presented and discussed. Motion by Manning, seconded by Downey, that the September 2015 Public Fund Payable report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$40,289.00. Carried.

- VI. Bills – Donation Fund. A warrant was presented in the amount of \$85.00 for payment of a book purchased for the local history section with funds donated on behalf of Nelson Butler. Motion by McManus, seconded by Downey, that the warrant be paid. Carried.
- VII. Public Comments – None.
- VIII. Old Business
- A. Updates
1. Library Construction Grants. Manning reported the 2015 library construction grant in the amount of \$9,855.00 has been accepted for the purchase of four new surveillance cameras , relocating an existing camera, and the integration of the pump system. OCPL will vote in October and forward the requested grant to Albany, which should be granted in the Spring or Summer of 2016. Van Patten reported that since fewer libraries than expected have made grant requests, the expected reimbursement rate for BPL will be 72.61%, rather than the 69% previously reported. Manning reported that the completion report for last year's grant will be submitted and the library will receive the final 10% and close it out.
 2. Monthly Energy Use Review. No report for August use has been received from National Grid.
- B. Long Range Plan 2014-2016. Downey reported that a meeting was scheduled for Friday at 1 p.m. The committee is still updating the evacuation and disaster plans.
- C. Whistleblower. The Whistleblower Policy was distributed and discussed. The final policy will be voted upon at the October meeting.
- D. Audit. Audit recommendations re: leave accrual were distributed and discussed. Van Patten distributed proposed forms to be used by the library in implementing the suggested responses. Motion by McManus, seconded by Downey to approve the use of the Full-time Employee Time Sheet and the Employee Time Off request forms which will comply with the responses to the auditor's report. Carried. Van Patten will present a revised form for the Part-Time Employee Record.
- E. Tree Damage . Van Patten received a report from the Baldwinsville Police that they had arrested David Beckley for the damage to the library tree. She received a report from the arborist for suggested repair, which Michael Grimm disagreed with. He recommended mulching and some pruning, rather than the measures suggested by the arborist. She will submit all proposals to the Board at the October meeting.

- F. Other. Manning reported the need to schedule a meeting to discuss the Barnes & Noble November Book Sale and a date was agreed upon by committee members.

Because of a scheduling conflict, the next Board meeting will be held on Tuesday, October 13th at 7:30 p.m.

IX. New Business

- A. Personnel Changes. Motion by Manning, seconded by McManus, that the Board accept the resignation of Rebekkah LaRue effective August 21, 2015. Carried.

Motion by McManus, seconded by Manning, that the Board approve the appointment of Cynthia Snyder to the position of Account Clerk II, a classified Civil Service position. Carried.

X. Director's Report

Van Patten reported that the counters and sinks have been installed in the bathrooms. There were a number of minor issues – the side back splashes were not caulked and the metal frame showed on the part that protruded from the wall in the ladies room. Vallar Company was contacted about the issues and the caulking has been done. Mark painted the metal frame and it is acceptable.

Van Patten reported that the start button on the women's restroom hand dryer is broken and cannot be repaired. She recommended that the Board approve the purchase of new accelerator hand dryers, since the funds were encumbered to Myriad at a prior meeting. Motion by Clarkson, seconded by Manning, that the Board purchase the new hand dryers for the ladies and men's bathrooms. Carried.

Van Patten reported the library has signed with Usherwood for three color copies. She advised the current rate is 10 cents for black and white copies and 50 cents for color copies. She suggested the fee for color copies be dropped to 25 cents per copy. After discussion, it was the consensus of the board that the current price structure remain.

Van Patten advised Baldwinsville was in the running for best library in the area and encouraged Board members to vote for BPL on the library web site.

Van Patten advised that she had received notice from Jemco that, because of the outbreak in New York of Legionella, all cooling towers have to be tested and samples submitted for approval. Cooney took the samples for the library and submitted them for testing.

- XI. Adjournment. Motion by Downey, seconded by Clarkson, that the meeting be adjourned at 9:15 p.m. Carried. The next regular Board meeting will be held on Tuesday, October 13, 2015 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary

Baldwinsville Public Library

Board of Trustees
Minutes of Meeting – October 13, 2015

PRESENT: Barbara Aitken, President, Linda Clarkson, Carlo Cuccaro, Susan Downey, Bruce King, Robert Manning, Ed McManus, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary

ABSENT: All present.

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

- I. Disposition of Minutes of September 9, 2015 meeting. The minutes were distributed and discussed. Motion by Manning, seconded by Clarkson, 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 reports for July 31 and August 31, 2015 were distributed and discussed. Van Patten advised that the year-end report is not yet available and explained the negatives on various lines of the report. Motion by McManus, seconded by Downey, that both reports be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report was distributed and discussed. Aitken noted that the only withdrawal was for payment of the book approved at the September meeting from funds donated on behalf of Nelson Butler. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund payable report for October 2015 was presented and discussed. Motion by McManus, seconded by Downey, that the October 2015 Public Fund payable report be accepted, subject to the review of the claims auditor, for payment of bills in the amount of \$30,504.07. Carried.
- VI. Bills – Donation Fund. A warrant was presented in the amount of \$525.00 for payment to Phoenix Press for preparation of the 2016 historical calendars. Van Patten also requested approval to reimburse staff members for purchases made for the volunteer luncheon from the fund donated by Kim Setla for that specific purpose. Motion by Cuccaro, seconded by Downey that the Board approve up to \$200.00 to reimburse staff for purchases made for the volunteer luncheon. Carried. Motion by Manning, seconded by Downey, that the Board approve the payment of \$525.00 to Phoenix Press for preparation of the historical calendars for 2016. Carried.

VII. Public Comments: None.

VIII. Old Business

A. Updates

1. Library Construction Grants. Manning reported the 2016 library construction grant request was submitted on August 30th for the enhancement of the security system and the integration of the sump pumps into the alarm system. On September 16th OCPL approved the request and forwarded it to Albany. He also reported that the completion report has been prepared for the prior grant and the library will be receiving the final 10% of that grant shortly.

2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed. Manning reported that the new rate for electricity is 6.06 cents per kilowatt hour, as opposed to the 4.85 cent rate previously charged. He projected this would result in an approximate cost of \$48,500.00 for all energy use for the coming fiscal year. The library has budgeted \$50,000.00 for this line and Manning felt it should be adequate.

B. Cooling Tower. Van Patten reported that the test of the cooling tower water resulted in the presence of Legionella Pneumophilia DNA, but no live cultures were present. The tower has been sanitized and another water sample sent for testing. As soon as the report is received, Van Patten will advise the Board of the results.

C. Carpet. Van Patten reported that the installation of the carpet is largely complete and it is expected that it will be finalized Saturday, October 17th.

D. Other. Aitken presented the proposed final version of the Whistleblower Policy for the library's employee handbook. Motion by Cuccaro, seconded by Clarkson, that the policy be approved. Carried.

Van Patten will present the revised form for documenting part-time employees' leave time for discussion at the November meeting.

Van Patten advised the new hand dryers have been installed in the bathrooms.

Van Patten advised that in the future construction grants will be designated as construction "awards". The library received notice that it had been awarded \$7,410.00 for the 2014/2015 construction award and the first check in the amount of \$6,699.00 has been received.

Van Patten distributed the newly printed 2015 history calendars for review.

IX. New Business

Van Patten presented and explained a proposal from Michael Grimm Services for tree and yard work at the library in the amount of \$1,715.00. Motion by King, seconded by Cuccaro, that the proposal be accepted from Michael Grimm Services in the amount of \$1,715.00. Carried.

X. Director's Report

Van Patten reported that vandalism has increased in and outside the library. The retaining wall has been chipped and defaced with graffiti, and students have been sitting dangerously on the wall. On one occasion a student threw a glass bottle over the wall, which shattered just outside the back door. Pumpkins have been smashed on library property. Van Patten suggested that the Sheriff's Department be asked to provide a presence at the library as a deterrent to these behaviors. It was the consensus of the Board that the Sheriff Department be asked to provide needed help.

XI. Adjournment. Motion by Downey, seconded by Clarkson, that the meeting be adjourned at 8:30 p.m. Carried. The next regular Board meeting will be held on Wednesday, November 11, 2015 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary

BALDWINSVILLE PUBLIC LIBRARY

Board of Trustees

Minutes of Meeting – November 11, 2015

PRESENT: Barbara Aitken, President; Robert Manning, Vice President; Linda Clarkson, Carlo Cuccaro, Susan Downey, Bruce King, Edward McManus, Margaret Van Patten, Library Director

ALSO PRESENT: Abe Morelli

ABSENT: Elizabeth Brainerd, Secretary

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

- I. Disposition of Minutes for October 13, 2015 meeting. The minutes were distributed and discussed. Motion by Manning, seconded by McManus, 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 Treasurer's Report was distributed and discussed. Van Patten addressed insurance and telephone encumbrances. Motion by Manning, seconded by McManus, that the report be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report was distributed and discussed. Motion by McManus, seconded by Downey, that the report be accepted. Carried.
- V. Bills – Public Funds. The Public Funds payable report for November 2015 was distributed and discussed. Motion by Manning, seconded by King, that the entire report be accepted, subject to the review of the claims auditor, for payment of bills in the amount of \$93,492.61. Carried.
- VI. Bills – Donation Fund. VanPatten reported that the unofficial figures from the annual Library Book Sale were \$6747.00, which is slightly lower than previous years. Gift allowances were discussed. Motion by McManus, seconded by Downey, that Jerry Nichols be consulted on the issue. Carried.
- VII. Public Comments – None.

VIII. Old Business

A. Updates

1. Library Construction Grants. Manning reported that the 2016 library construction grant request was submitted on August 30th for the enhancement of the security system and the integration of the sump pumps into the alarm system. On September 16th, OCPL approved the request and forwarded it to Albany.
 2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed. Manning reported a slight increase in electricity rates but that we were tracking under the yearly budget of \$50,000. He also discussed the future viability of solar panels.
 3. Fundraiser. The Barnes and Nobles fundraiser is set for 11/28. Bookmark reminders were distributed and the drawing for a Samsung tablet was discussed.
- B. Carpet. VanPatten reported that the carpet was installed successfully and that remaining carpet tiles are stored in the basement.
- C. Audit. Recommendation VII - That the Library Board require all employees complete and sign time records attesting to the time worked and leave time used and that such records include supervisory approval. Van Patten presented and discussed a revised draft of the time sheet for part-time employees. Motion by McManus, seconded by Clarkson, to accept the time sheet as presented. Carried.

IX. New Business.

- A. Personnel. VanPatten discussed resignation of page, Kalie Arnold. Motion by King and seconded by McManus to accept resignation. Carried.
- B. Holiday Library Schedule. VanPatten reviewed and discussed holiday schedule. Motion by King and seconded by Manning to accept schedule. Carried.
- C. Tax Cap Resolution. Discussed by VanPatten. Vote postponed until Elizabeth Brainerd, Board Secretary is present.
- D. Flower Beds. VanPatten provided update. An herb garden is proposed for near the book drop.

X. Director's Report

Van Patten reported that adolescents continue to congregate on side of library. There was a discussion of installing "skateboard clips" on walls outside library. VanPatten discussed ongoing talks with Baldwinsville Police Department regarding a presence outside of the Library as a deterrent. There was a discussion of changing the ice melt system but a decision was postponed until determining if sidewalk clearance was an ongoing problem. VanPatten and the Board considered holiday decorations in the Library. Issues of inclusion of a variety of holiday representations were discussed. VanPatten will consult with school district on how they handle this issue.

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

Respectfully submitted,

Carlo Cuccaro, Trustee

Baldwinsville Public Library

Board of Trustees
Minutes of Meeting – December 10, 2015

PRESENT: Barbara Aitken, President; Robert Manning, Vice-President; Linda Clarkson, Susan Downey, Ed McManus, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary

ABSENT: Carlo Cuccaro, Bruce King.

The 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 November 11, 2015 meeting. The minutes were distributed and discussed. Motion by Manning, seconded by Clarkson, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report: Public Fund. The Public Fund report for October 31, 2015 was distributed and discussed. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report 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 December 2015 was presented and discussed. Van Patten explained the expense to P.A. Leone & Sons, Inc. for plumbing due to the blockage in some of the rest rooms. Motion by McManus, seconded by Manning, that the December 2015 Public Fund Payable report be accepted, subject to the review of the claims auditor, for payment of bills in the amount of \$33,166.33. Carried.
- VI. Bills: Donation Fund. None.
- VII. Public Comments. None.
- VIII. Old Business
 - A. Updates
 1. Library Construction Grants. Manning reported that the final check in the amount of \$741.00 was received from last year's grant. The 2015-16 grant was discussed. Motion by Manning, seconded by Downey, that the Board move

forward on the proposal of July 6, 2015 from Securitronics in the amount of \$9,855.00 for the security system enhancement and integration of the sump pumps into the alarm system. Carried.

2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed. Manning commented that since the new rate for electricity is 6.06 cents per kilowatt hour, as opposed to the 4.85 cent rate previously used, the library's energy expense would be slightly higher than last year's cost, but would likely be within the amount budgeted.

3. Fundraiser: Barnes and Noble Book Fair. The book fair summary report was distributed and discussed. Manning reported it was the most financially successful so far and netted \$3,732+ to the library.

- B. Board Goals for 2015-2016. The 2014-15 goals and their accomplishments were distributed and discussed. It was the consensus of the Board that these staff reports were an excellent link between staff and Board members and they should be continued and further developed. The Board will consider keeping these goals for another year and vote on this at the January 2016 meeting.
- C. Long Range Plan. Downey reported that the committee is meeting tomorrow. Fire drills and disaster recovery assignments are on the agenda.
- D. Audit. Aitken advised she will meet with Attorney Rosemary Bucci before the next meeting to finish the response to the audit recommendations.
- E. Other. None

IX. New Business

- A. Personnel. Motion by Clarkson, seconded by Downey, to accept the resignation of Katherine Hughes, Librarian I, who has accepted a full-time position at the Watertown Public Library. Carried.

Motion by McManus, seconded by Manning, that the wages for the following pages, who currently earn \$8.75 per hour, be raised to \$9.00 per hour as of December 31, 2015: Madison Minnoe, Sydney Molinet, Shannon Perrotta, Brianna Ragonese, Maria Ragonese, and Joshua Thibado.
- B. Tax Cap Resolution. Motion by Aitken, seconded by Manning as follows:
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, 2016-June 30, 2017 fiscal year, the tax levy limit imposed by Municipal Law Section 3-c(3). Carried by a vote of 5 in favor, none opposed, and no abstentions.

X. Director's Report

Van Patten reported that she has been advised that all libraries will have to use the new voting system in 2016. There is a possibility the library can combine its election with the school district vote and use their system. McManus suggested and it was the consensus of the Board, that the Board investigate the cost of doing its own election, including the necessity of renting the machines and training and paying workers, and make a decision at a future Board meeting.

Van Patten advised there is a leak in the roof skylight on the north side of the library. It has been recaulked for the present, but will require further repair. The school district will be asking the voters to approve a bond referendum on February 9, 2016, which will include replacing the library roof. The school district will set up an information display in the near future. McManus suggested, and it was the consensus of the Board, that it would be beneficial to take pictures of the leak to show to the public in connection with the school district's presentation. Manning reported that he and Craig Dailey will be meeting to discuss the possible installation of solar panels in the roof.

VanPatten reported a library patron had requested that the library include a menorah in its Winter display in the library, along with the Christmas tree already there. After discussion, it was decided to comply with the request.

XI. Adjournment. Motion by McManus, seconded by Manning, that the meeting be adjourned at 8:55 p.m. Carried. The next regular Board meeting will be held on Wednesday, January 13, 2015 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary