

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting - January 11, 2017

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

ALSO PRESENT: Abe Morelli, Donation Fund Treasurer

ABSENT: Robert Manning

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

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members or library matters.
- II. Disposition of Minutes of December 14, 2016. The minutes were distributed and discussed. Motion by Carpinella, seconded by Downey, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report: Public Fund. The Public Fund report for November 30, 2016 was distributed and discussed. A revised second page dated December 21, 2016 was distributed showing negative balances in the Computer Circulation System and Collection Agency Expense lines have been corrected. Motion by Downey, seconded by McManus, that the reports be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report, dated January 11, 2017, was distributed and discussed. Motion by Carpinella, seconded by Downey, that the report be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Payable report for January 2017 was presented and discussed. Motion by Clarkson, seconded by Downey, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$19,898.50. Carried.
- VI. Bills: Donation Fund. A warrant in the amount of \$203.23 to be taken from contributions to Nelson Butler Memorial contributions for the cost of binding local history books was presented. Motion by Downey, seconded by McManus, that the Board approve the payment. Carried.
- VII. Public Comments: None.

- VIII. Old Business
- A. Updates
1. Library Construction Grants. Van Patten reported that she has contacted Myriad to schedule the installation of the LED lights.
  2. Monthly Energy Use Review. No report.
- B. Long Range Planning Committee. After discussion, it was the consensus of the Board that the committee had met its goals and there was no need for further work from this committee. However, it was determined that there is a need for an ad hoc committee to review various aspects of library operation as the need arises: e.g. a review of the library's mission statement, the need for a plan in case of a threat to the library or its patrons, as well as other matters as they arise. Aitken will pursue this possibility and report back at the February meeting.
- C. Barnes and Noble Book Fair. Van Patten reported the library had received a gift card in the amount of \$1,800.00 from sales at the Book Fair on behalf of the library and explained the way B&N determines the amount. She also reported that the library has already received commitments for next year from several people who participated this year. B&N has invited the library to hold another Book Fair in the Spring, but it was the consensus of the Board not to accept the invitation.
- D. Other. None.
- IX. New Business
- A. Schedule Budget Meetings. Aitken, McManus and McGuire were appointed to the committee to prepare the budget for 2017-2018. The first meeting was scheduled for February 3<sup>rd</sup> at 1 p.m. in Van Patten's Office.
- B. Personnel. Van Patten reported that the person she had hoped to hire as a Librarian Assistant has accepted another job and was no longer available. She will now interview the second person on her list and report back to the Board at the next meeting. She distributed a library organizational chart to clarify the duties of personnel.
- X. Director's Report

Van Patten reported that after inspection of the elevator, Vertical Technology advised that the elevator will need a hydraulic valve replaced in the near future at a cost of \$11,400.00. After discussion, motion by McManus, seconded by Downey, that the library have the valve replaced at this time. Carried.

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Van Patten reported that some of the Library's banking has been moved from Key Bank to NBT Bank due to new charges by Key Bank for some transactions.

- XI. Adjournment. Motion by Downey, seconded by Carpinella, that the meeting be adjourned at 8:45 p.m. Carried. The next regular Board meeting will be held on Wednesday, February 8, 2017 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting - February 8, 2017

PRESENT: Barbara Aitken, President; Susan Downey, Craig Maguire, Ed McManus, Margaret Van Patten, Library Director

ABSENT: Mary Lou Carpinella, Linda Clarkson, Robert Manning

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 January 11, 2017. The minutes were distributed and discussed. Motion by McManus, seconded by Downey, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report - Public Fund. The Public Fund report for December 31, 2016 was distributed and discussed. The refund of \$127.56 for prior year's expenditures was noted and discussed. Van Patten also reported that the Key Bank account had been moved to NBT Bank to avoid the high checking account fees now being charged by Key Bank. The negative numbers on this report have been corrected. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried.
- IV. Treasurer's Report - Donation Fund. The Donation Fund report dated February 8, 2017 was distributed and discussed. Motion by Downey, seconded by McManus, that the report be accepted as presented. Carried.
- V. Bills - Public Fund. The Public Fund Payable report for February, 2017, was presented 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 \$47,876.33. Carried.
- VI. Bills - Donation Fund. A warrant in the amount of \$30.00 for Library reimbursement of books in Memory of William McGrade was presented. Motion by Downey, seconded by McManus, that the Board approve the payment. Carried.
- VII. Public Comments - None.

## VIII. Old Business

A. Updates

1. Library Construction Grants. Van Patten reported that the new 90 watt LED bulbs will replace the current 290 watt bulbs, representing a \$418.00 savings. She also advised that 33 lamps will be retro-fitted in late February.

2. Monthly Energy Use Review. The total energy cost of \$23,292.00 through 2/2/2017 represents a 7.4% decrease in cost from last year. The cost for electricity is 12% below the past two year average for January and the natural gas cost is 2.7% below the past three year average for January.

- B. Board Goals for 2015-2016. After discussion, it was the consensus of the Board that the goals would remain the same for the coming year.
- C. Ad Hoc Committee. It was agreed that an Ad Hoc Committee would replace the previous Long Range Planning Committee and would deal with topics that come up, such as fire drills, lighting, library access, etc. Specific steps and goals will be discussed again at the March meeting. Aitken, Downey and Carpinella will serve on the committee.
- D. Trustee Election and Budget Vote. The vote and trustee election will be held the week of April 27<sup>th</sup>, the week after Easter. Robert Manning is the only trustee whose term is up in 2017 and must run again.
- E. Bruce King. There was a discussion concerning an appropriate thank you gift.
- F. Other. Van Patten reported on the security webinar she had attended.

IX. New Business

- A. Personnel. Motion by Downey, seconded by McManus that the library appoint Paraskeva Baberkova to the position of Librarian Assistant at an annual salary of \$35,500.00. Carried.
- B. Female Charitable. The Board received a "Save the Date" letter saying Female Charitable will be celebrating its 200<sup>th</sup> Anniversary on June 17, 2017. Board members will be sent an invitation and it was urged that members attend if possible.

X. Director's Report

Van Patten reported that the Book Fair had gone well. As part of the BPL goals, three BPL librarians met with school district librarians last month.

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- XI. Adjournment. Motion by Downey, seconded by McManus, that the meeting be adjourned. Carried. The next regular Board meeting will be held on Wednesday, March 8, 2017 at 7:30 p.m.

Respectfully submitted.

Craig Maguire, Acting Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – March 8, 2017

PRESENT: Barbara Aitken, President, Susan Downey, Craig Maguire, Ed McManus, Linda Clarkson, Margaret Van Patten, Library Director

ABSENT: Mary Lou Carpinella, Robert Manning

The meeting was called to order by President Aitken at 7:35 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 February 8, 2017. The minutes were distributed and discussed. Motion by McManus, seconded by Downey, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The public fund report for January 31, 2017 was distributed and discussed. All minus in the Unencumbered Balance column have been corrected. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated February 28, 2017 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 report for February, 2017 was presented and discussed. Motion by Clarkson, seconded by Downey, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$26,870.61. Carried.
- VI. Bills – Donation Fund. A warrant in the amount of \$42.49 for the purchase of checks was presented. Motion by McManus, seconded by Downey, that the Board approve the payment. Carried.
- VII. Public Comments – None.

## VIII. Old Business

A. Updates

1. Library Construction Grants. Van Patten reported that LED contractors came last week re: excessive noise from the LED fan within the bulb. They also tested the center lights in the adult section and it was too dark. Therefore, the old lights were reinstalled until the replacement LEDs are acquired. No date was given.

2. Monthly Energy Use Review. Energy use was up 1.7% in February, but down 9.5% over the past five years. Monthly Electrical Use was down 15.9%. Monthly Gas Use was up 22.4 %, but still the five year average was down 6.5%.

B. Board Goals for 2015-2016. After discussion, it was the consensus of the Board that the goals would remain the same for the coming year.

C. Ad Hoc Committee. As yet, no issues have been identified.

D. Trustee Election and Budget Vote. April 12<sup>th</sup> will be the Public Meeting on the budget for interested community members. Flyers on the budget will be available. One position on the Board of Trustees is open; community members can get petitions at the library desk.

E. Other. A Heat Pump has to be replaced at a cost of \$6434.00.

IX. New Business

A. Budget. McManus discussed the tax rate growth rate (.627617 Current Budget/ .631715 Next Year's Budget = +.004), the minimum wage increase of .70 for all hourly workers, and 2.5% increase for salaried workers. McManus moved that the budget be adopted as presented; Downey seconded. Carried.

B. Tax Cap. McManus moved to rescind the previous authorization to exceed the tax cap, if necessary, including the tax levy in the amount of \$1,440,800.00. Downey seconded. Carried.

X. Director's Report

Personnel. Erin Hart interviewed for the job of an adult page at \$10.50 an hour. Van Patton recommended her for the job. McManus made a motion to hire her as the adult page. Clarkson seconded. Carried.

Other Things. Meg is meeting with the architect to discuss replacing the roof. Custodians are patching and repairing in the Community Room. Meg has signed up for a 30 day trial of a Panic button software. Meg went to Library Lobby Day and with other librarians sent a letter to the state citing that Libraries are not receiving the legal level of

state budget and requested \$15K be returned to the budget. Meg has decided not to renew 3M Cloud. 3M titles will be moved into the Advantage System.

- XI. Adjournment. Motion by Clarkson, seconded by Downey, that the meeting be adjourned at 9 p.m. Carried. The next regular Board meeting will be held on Wednesday, April 12, 2017 at 7:30 p.m.

Respectfully submitted.

Craig Maguire, Acting Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – April 12, 2017

PRESENT: Barbara Aitken, President, Susan Downey, Craig Maguire, Ed McManus, Margaret Van Patten, Library Director

ABSENT: Mary Lou Carpinella, Linda Clarkson, Robert Manning

ALSO PRESENT: Abe Morelli, Donation Fund Treasurer

The meeting was preceded by a public information session about the budget at 7:15 p.m. There were no members of the public present.

The meeting was called to order by President Aitken at 8:10 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 March 8, 2017. The minutes were distributed and discussed. Ed McManus pointed out the following errors:

Under Section III. The Public Fund report was for January 31, 2017, not February 21, 2017; under Section IV the Donation Fund should have been dated February 28, 2017, not March 8, 2017; under Section V. The Public Fund Payable report was for February 2017, not March 2017. Under Section VIII A. The words “within the bulb” should be inserted at the end of the first sentence; under Section IX the word “rate” should be substituted for the word “Cap” in the first line and the sentence in B. should be “McManus moved to rescind the previous authorization to exceed the tax cap, if necessary, including the tax levy in the amount of \$1,440,800.00. Under Section X the word “software” should be inserted at the end of the third sentence. Motion by McManus, seconded by Downey, that the minutes be accepted as corrected. Carried. It was decided that a copy of the minutes, as corrected, would be provided.

III. Treasurer’s Report – Public Fund. The public fund report for February 28, 2017 was distributed and discussed. McManus requested that Van Patten check on the amount of money owed to the library from the General Fund and when it would be paid. Motion by Downey, seconded by McManus, that the report be accepted as presented. Carried.

IV. Treasurer’s Report – Donation Fund. The Donation Fund report for March 1, 2017 was distributed by Morelli and discussed. Motion by Downey, seconded by Maguire, that the report be accepted as presented. Carried.

- V. Bills – Public Fund. The Public Fund payable report for bills between March 8<sup>th</sup> and April 12, 2017 was presented and discussed. Motion by McManus, seconded by Downey, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$40,156.28. Carried.
- VI. Bills – Donation Fund. No bills were presented for payment.
- VII. Public Comments – None.
- VIII. Old Business
- A. Updates
1. Library Construction Grants. Van Patten reported that a sample LED bulb was delivered by Myriad but did not fit the fixtures. Myriad will obtain a new sample and will bring it to the library for fitting.
  2. Monthly Energy Use Review. Copies of the usage and cost analysis were distributed, together with a summary for discussion.
- B. Annual Budget Vote and Trustee Election. Copies of the proposed budget and annual report were distributed and discussed. They will be distributed to the banks and other prominent places in the Village and will be available in the library for the public. Van Patten reported that she will be making a presentation concerning the budget to the Rotary Club on the Tuesday before the election. Notices have been sent to the paper. Ballots will be prepared through OCPL without cost to the library.
1. Appoint Election Personnel. The following people were listed to serve at the budget vote and trustee election: Edward Barlow and Mary Crego – VSS Machine Specialists; Ron Waterbury, Theresa Gross, Joyce Zadroga, Barb Darstein, Dawn Hickman and Marilyn Laubacher – RI: Regular Inspectors; and Theresa Fravel, Susan Kilpatrick and JoAnn Golas – Alternates. Only the Machine Specialists will be paid for their service; all others are volunteers. Motion by McManus, seconded by Downey that the inspectors for the budget vote and trustee election on April 27, 2017 be approved. Carried.
- C. Carpet. Van Patten requested updated quotes for carpeting for the balance of the rooms to be done and reported that the pricing was the same as the prior carpet quotes. She also spoke with Syracuse Office Equipment personnel for quotes on needed equipment. Quotes received for carpeting were (1) \$2,419.00 for vinyl tile and installation in the break room; (2) \$1,570.00 for installation of carpet already purchased for installation behind the circulation desk; and (3) approximately \$6,374.00 for replacing the carpet and installing LVT tile in the break room. Motion by McManus, seconded by Downey, that the work be approved.

- D. Staff Development. Van Patten requested permission from the Board to schedule a staff development day some time during May or June. She would like to close the library for the day to enable the staff to go to the central library to tour the facility, review “behind the scenes” activity, and take part in subject training with a speaker. McManus suggested that the library provide transportation for the group, possibly through a bus rental. Van Patten will check with the school district to see if the district might provide the transportation free of charge and will investigate the cost of a small bus rental, if not. Motion by McManus, seconded by Maguire, that the library be permitted to close one day for staff development on a date in May or June to be decided.
- E. Other. Van Patten reported on her meeting with Bob Marketta of LeChase Construction, construction manager for the school district’s construction projects. She distributed drawings and diagrams of the proposed work, which will begin immediately after Labor Day, and explained the scope of the work to be done.

IX. New Business

- A. Election and Public Strategy. Previously discussed.
- B. Personnel. Motion by McManus, seconded by Downey, that the Board accept the resignation of Katherine Hughes, Librarian I, effective April 6, 2017 and the resignation of Breanna O’Brien, Page, effective April 9, 2017. Carried.

Motion by Downey, seconded by McManus, that the Board hire Brianna Ragonese, Page, effective April 14, 2017 and Maria Ragonese, Page, effective April 14, 2017. Carried.

Motion by Downey, seconded by McManus that the Board approve the transfer of Kelsey Allen, effective March 27, 2017 from Clerk I to Page. Carried.

Van Patten advised she is looking to hire a Librarian 1 at this time.

X. Director’s Report

Van Patten reported that two heat pumps have been replaced at a total cost of \$11,059.00.

Van Patten advised that Vertical Technologies, the company that serviced the library’s elevator, has gone out of business and discussed her attempts to obtain the refund from the company due to the library in the approximate amount of \$8,000.00. The refund has been promised by

April 23<sup>rd</sup> and it was decided that if it is not received, the matter will be turned over to the firm's attorney for action. Van Patten has signed a quarterly service agreement with Elevattit at the BOCES rate for future service.

- XI. Adjournment. Motion by Downey, seconded by Maguire, that the meeting be adjourned at 9:20 p.m. Carried. The next regular Board meeting will be held on Wednesday, May 10, 2017 at 7:30 p.m.

Respectfully submitted,

Elizabeth Brainerd, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – May 10, 2017

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

ABSENT: None

ALSO PRESENT: Abe Morelli, Donation Fund Treasurer

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

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the board members or library matters.
- II. Disposition of Minutes of April 12 2017. The minutes were distributed and discussed. Motion by McManus, seconded by Downey, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The public fund report for March 31, 2017 was distributed and discussed. It was noted that funds for payments in lieu of taxes not previously provided to the library from the school district had been received. Motion by Clarkson, seconded by Carpinella, that the report be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report for April 1, 2017 was distributed by Morelli and discussed. He advised that the CD will become due in June and he is looking into the best interest rate for the library. Motion by McManus, seconded by Manning, that the report be accepted as presented. Carried.
- V. Bills – Public Fund. The Public Fund payable report for bills between April 12<sup>th</sup> and May 10, 2017 was presented and discussed. Motion by Downey, seconded by Manning, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$32,747.48. Carried.
- VI. Bills – Donation Fund. No bills were presented for payment.
- VII. Public Comments – None.
- VIII. Old Business
  - A. Updates
    1. Library Construction Grants. Manning reported that the 2016 grant has been completed and presented Aitken with the documents necessary to receive the final 10% of the grant for her signature. He also stated the 2017 grant should be

awarded in June and the library can begin work on the project any time. He also advised that the Legislature has increased the construction pool from \$14,000,000.00 to \$24,000,000.00, which should provide more opportunity for funds to the library.

Van Patten reported that Myriad had installed a new bulb in one of the light fixtures to see if it would fit and it did. It doesn't make any noise and provides sufficient light. Therefore, the rest of the bulbs have been ordered.

2. Monthly Energy Use Review. Copies of the usage and cost analysis to date were distributed and discussed. Manning advised that the electrical energy usage is below the five year average and the gas usage (which depends largely on the weather) is on track. He also reported the library should finish the year at a cost of approximately \$42,000.00 for energy usage, well under the \$50,000.00 budgeted.

B. Annual Budget Vote and Trustee Election.

1. Van Patten reported that the library budget had passed by a vote of 136 to 9 and that Bob Manning was re-elected to the Board. There was one write-in vote for Barbara Allen. She also commented that this was the lowest number of no votes cast since the library had been conducting the vote. Costs in connection with moving the voting machines to the library were also discussed and Van Patten will investigate various options for the next vote.

C. Carpet. Van Patten reported that Assemblyman Magnarelli's office has offered to provide an additional \$5,000.00 to the library for the cost of the carpeting.

D. Other. Aitken distributed a thank you note from Bruce King for the gift to him for his service to the library.

Van Patten distributed an invitation to the Board from the Female Charitable Society to attend the 200<sup>th</sup> anniversary of the society and explained the group's purpose and work.

IX. New Business

A. Agreement Between BPL and Baldwinsville School District. The Agreement was unavailable at this time. The matter was tabled until the June meeting.

B. Adjustment of Salaries Effective July 1, 2017. The proposed salary schedule for library personnel was distributed and discussed. Motion by Downey, seconded by Manning, that the schedule be accepted as presented. Carried.

C. Appoint Nominating Committee. Sue Downey and Linda Clarkson were appointed to the nominating committee for the nomination of officers for the coming year.

- D. Staff Development Update. The staff development day will take place at OCPL on Friday May 19<sup>th</sup> beginning at 9:15 a.m. Van Patten explained the tours which would be conducted. She is investigating bus rental options for transportation of the staff to OCPL.
- E. Personnel. Van Patten is presently checking references for the person she is considering for the position of part-time librarian. The starting salary will be \$19.00 per hour.

Van Patten reported that the new Librarian Assistant is working out very well. The staff is becoming accustomed to the changes being made and the transition is going comparatively smoothly.

X. Director's Report

Van Patten reported that Vertical Technologies has still not sent the library the refund due it for advance payment made to the company for work which was not performed due to the company's going out of business. The matter has been referred to Attorney Rosemary Bucci for follow up.

Van Patten has received a quote of \$2,000.00 from Elevatitt to replace the door closing sensor on the library elevator. It was the consensus of the Board that the replacement was a safety issue and the replacement should be made as soon as possible.

There has not been a final accounting of the money received from the book sale as yet, but to date the amount received is approximately \$7,300.00.

Assemblyman Magnarelli's office has offered to provide \$13,000.00 to the library for the video editing suite.

Van Patten read a note received from a former library patron, together with a book which had been borrowed in 1974, and a \$10.00 payment for overdue fees.

It was suggested that the library make the public aware that the library will collect old flags which will be taken to the Fairgrounds for the annual flag burning ceremony on Memorial Day.

- XI. Adjournment. Motion by Downey, seconded by Carpinella, that the meeting be adjourned at 8:45 p.m. Carried. The next regular Board meeting will be held on Wednesday, June 14, 2017 at 7:30 p.m.

Respectfully submitted,

Elizabeth Brainerd, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – June 14, 2017

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

ABSENT: None

ALSO PRESENT: Abe Morelli, Donation Fund Treasurer

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

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the board members or library matters.
- II. Disposition of Minutes of May 10, 2017. The minutes were distributed and discussed. Motion by McManus, seconded by Downey, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report: Public Fund. The Public Fund report for April 30, 2017 was distributed and discussed. Motion by Carpinella, seconded by Downey, that the report be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report for June 1, 2017 was reviewed. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Payable report for bills between May 10<sup>th</sup> and June 14, 2017 was presented and discussed. Motion by Carpinella, seconded by Manning, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$58,212.21. Carried.
- VI. Bills: Donation Fund. Bills for flowers for the Ruth Connell Award Day and the Baker High School Yearbook, The Lyre, totaled \$400. Motion by Downey, seconded by Manning, that the bills be accepted as presented. Carried. Motion by McManus, seconded by Manning, that future Donations Fund reports should include only the present and past year.
- VII. Public Comments . None.

VIII. Old BusinessA. Updates

1. Library Construction Grants. Manning reported that the 2017 grant has been sent out by the state. \$848,000 is designated for Upstate NY. In terms of the 2017 grant, the new LED bulbs are installed. Senator DeFrancisco came for the completion of the light grant.

A quote is being obtained to upgrade the parking lot entrance camera to use the \$169.00 remaining in the 2016 grant.

2. Monthly Energy Use Review. Copies of the usage and cost analysis to date were distributed and discussed. Manning advised that \$36,645 is the cumulative Monthly Energy Cost. He anticipates that \$40,000 will be the cost for the year under the \$50,000.00 budgeted. Electrical Energy usage is also trending lower than the previous year. LED lights were installed 5/25/17. It will be interesting to see if the LED lights will make a difference in costs.

IX. New Business

- A. Agreement Between BPL and Baldwinsville School District. The 7/17-6/18 Agreement is the same as last year. Motion by Carpinella, seconded by Downey with a motion to accept the agreement after we receive the Acord 25 form.
- B. Personnel. Motion by Carpinella, seconded by Downey, to accept the resignation of Michael McGill on 5/23/17. Carried. Motion by McManus, seconded by Carpinella, to appoint Betsy Johnson, Librarian 1 on 6/27/17. Carried.
- C. Nominating Committee report by Downey:  
 Barb Aitken - President  
 Bob Manning - VP  
 Elizabeth Brainerd - Secretary  
 Abe Morelli - Treasurer  
 Motion by Downey, seconded by Carpinella to accept the Committee report.. Carried.
- D. The Board of Trustees agreed to set the 2018 Budget Vote for April 19, 2018.
- E. Insurance Policy - Utica National  
 The same policy we presently have for \$9,074.96 will cost \$9,092.16.  
 Motion by Carpinella, seconded by Downey, to renew the policy. Carried.

F. Book Fair

The next Book Fair will be held on Nov. 25, 2017. Motion by Manning, seconded by Downey, for Manning to sign agreement with Barnes and Noble. Carried.

X. Director's Report

Van Patten reported presently we use Hummels for office supplies and place the orders online. We won a Keurig machine as a result of using the online ordering system.

The Bids for the library roof have been sent out. The Bids will be opened on June 21st.

- XI. Adjournment. Motion by Downey, seconded by Carpinella, that the meeting be adjourned at 8:59 p.m. Carried. The next regular Board meeting will be held on Wednesday, July 12, 2017 at 7:30 p.m.

Respectfully submitted,

Linda Clarkson, Substitute Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – July 12, 2017

- PRESENT: Barbara Aitken, President, Mary Lou Carpinella, Linda Clarkson, Susan Downey, Craig Maguire, Ed McManus, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary
- ABSENT: Robert Manning, Vice-President
- I. The Board 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 members or library matters.
- III. Oath of Office for Newly-Elected Trustee. Tabled.
- IV. Report of the Nominating Committee and Election of Officers. Motion by Downey, seconded by Maguire to elect Barbara Aitken as President and Robert Manning as Vice-President. Carried.
- V. Organizational Details. President Aitken stated:
- A. Monthly Meeting Night – second Wednesday of each month.
  - B. Official Newspaper – Baldwinsville “Messenger”
  - C. Public Fund Treasurer – Tim Lynch; Special Fund Treasurer – Tabled
  - D. Appoint Secretary – Elizabeth Brainerd
  - E. Attorney – Rosemary E. Bucci, Esq.
- Motion by Downey, seconded by Carpinella that the organizational details be accepted as presented. Carried.
- VI. Disposition of Minutes of June 14, 2017 meeting. The minutes were distributed and discussed. Motion by McManus, seconded by Downey, that the minutes be accepted as presented. Carried.
- VII. Treasurer’s Report – Public Fund. The reports for May 30, 2017 and June 30, 2017 were distributed and discussed. Motion by McManus, seconded by Carpinella, that the reports be accepted as presented. Carried.
- VIII. Treasurer’s Report – Donation Fund. The Donation Fund report for July 12, 2017 was distributed and discussed. Motion by Downey, seconded by Maguire that the report be accepted as presented. Carried.
- IX. Bill – Public Fund. The Public Fund payable reports for July 1, 2017 and Year-End 2016-2017 were distributed and discussed. Motion by Carpinella, seconded by Downey, that

the reports be accepted subject to the review of the claims auditor for payment of bills in the amount of \$28,849.61 for the July 1, 2017 bills and \$20,940.79 for the 2016-2017 year-end bills. Carried.

X. Bills – Donation Fund. None presented.

XI. Public Comments. None

XII. Old Business

A. Updates

1. Library Construction Grants. Van Patten reported there is still approximately \$800.00 left from a previous grant. The Board discussed the need to obtain a better camera for the corner of the library building and the cost to move it to a slightly lower position to obtain a better view of the area. The cost to replace the camera would be approximately \$1,282.00 and the expense for moving it would be an additional \$100.00. It was the consensus of the board that the \$800.00 left from the previous grant would be used for these purposes and payment for the balance of the cost would be determined at the August meeting.

A method to improve the new LED lighting and reduce glare was discussed. It was decided that various options would be tried before a decision was made.

2. Monthly Energy Use Review. No report.

B. Long Range Plan 2012-2017. The goals update was distributed and discussed. Motion by McManus, seconded by Downey, that the three goals already in place from last year would be retained and pursued – e.g. (1) skilled and updated staff in current technology; (2) building a partnership with the Baldwinsville School district personnel ; and (3) fostering a relationship with the Baldwinsville community. Carried.

C. Tree Damage. Van Patten reported that Michael Grimm Landscaping has checked the trees. Most of the trees were trimmed and only one tree needed to be replaced.

XIII. New Business

A. Petty Cash – Postage Asset Account. Motion by McManus, seconded by Downey that the petty cash and postage accounts be limited to \$200.00 on premises and that staff be reimbursed for expenses personally paid in an amount up to \$25.00 per transaction. Carried.

B. Purchasing Agents. Motion by Maguire, seconded by McManus that Van Patten and Cindy Snyder be appointed as purchasing agents and that Corrinne

Kushner and Nancy Howe be appointed as alternate purchasing agents. Carried.

- C. Year-End Budget Transfers. Motion by McManus, seconded by Maguire, that the following budget transfers be made:

Under salaries – Take \$1,000.00 from Clerical and transfer it to Pages.

Take \$2,400.00 from Book and transfer \$200.00 to Serials; \$1,300.00 to Office Supplies; \$250.00 to Telephone; and \$500.00 to Insurance.

Take \$16,400.00 from Retirement and transfer \$15,000.00 to Building Repair and \$1,400.00 to Health Insurance.

Carried.

- D. Donation Fund Treasurer Motion. Tabled.

XIV. Director's Report

Van Patten reported that the library purchases some items from Hummels and recently won a prize drawing from Hummels for a Keurig coffeemaker. She felt there was interest among library patrons for a coffee service at the library at a nominal charge. If the library made K cups available for purchase at a charge of \$1.00, the cost to the library would be approximately \$.80. It would not be a profit project, but would contribute toward the goal of community service. It was the consensus of the Board that this project could be pursued.

Van Patten reported that the library collected \$3,450.00 from patrons during the year for faxes made at the library.

The replacement of the library roof is on track and work should be started in September.

The library has a booth at the New York State fair each year. Last year the library donated \$100.00 toward the booth and Van Patten requested that the Board do so again. Motion by Carpinella, seconded by Clarkson that the library donate \$100.00 for the library's booth at the New York State Fair. Carried.

Van Patten reported that the carpet in the work room needs to be replaced and some of the furniture is badly worn. She anticipates that the Friends of the Library will donate \$12,000.00 toward the cost and that the Board may be asked to approve payment for the balance. She has a quote for the carpeting at \$2,400.00 for the break room and staff room; \$1,500.00 for carpeting behind the circulation desk; \$6,300.00 for carpeting for the work room and is awaiting a quote from Hummels for some furniture. At that time she will present the entire project to the Board for review.

Van Patten reported that she has reviewed the Family Medical Leave Act and has been advised that the library must offer the leave to employees but is under no obligation to make the leave a paid one.

Van Patten reported the Liverpool Library has been part of the Liverpool School District audit in past years but this year the District is using a new auditor and Liverpool has been advised that the District is not required to audit the library. Liverpool has to hire and pay for its own auditor. At this point, the Baldwinsville School District has not asked the library to pay for any audit and is still including the library in the District's audit.

Attorney Rosemary Bucci has filed a claim against Vertical Technology for the library's payment to them for elevator services which will not be rendered due to the company's bankruptcy. The library has retained Elevattit for future elevator services and has set up payments as an encumbered purchase order for the new fiscal year.

Van Patten will be interviewing candidates for the open custodial position. Rich Atkinson and Emily Maccone, current custodial staff, will be part of the interviewing process.

The Board entered into executive session to discuss an employee matter. Executive session entered at 8:45 p.m. Return to open session at 8:50 p.m.

- XV. Adjournment. Motion by Downey, seconded by Carpinella, that the meeting be adjourned at 8:55 p.m. Carried. Due to a conflict with vacation schedules, the next regular Board meeting will be held on Wednesday, August 16, 2017 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – August 16, 2017

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

ABSENT: Susan Downey, Craig Maguire

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

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. Oath of Office for Newly-Elected Trustee. The oath of office was administered to Newly-Elected Trustee Robert Manning.

Disposition of Minutes of July 12, 2017 Meeting. The minutes were distributed and discussed. President Aitken stated that she approved the content of the minutes but had not had an opportunity to make editorial changes she desired. Motion by Clarkson, seconded by Manning, that the minutes be accepted, subject to Aitken's revisions. Carried.

IV. Treasurer's Report – Public Fund. Van Patten presented Page "1" of the Budget Status Report as of June 30, 2017. Back-up material was not available prior to the meeting and the completed report will be presented and discussed at the September meeting. McManus commented that the revenue exceeded expenditures by \$58,574.00 so that the fund balance will be increased by that amount. Motion by Carpinella, seconded by McManus, that the expenditure status report as of June 30, 2017 reports be accepted as presented. Carried.

V. Treasurer's Report – Donation Fund. The Donation Fund report for August 9, 2017 was distributed and discussed. Motion by Clarkson, seconded by McManus, that the report be accepted as presented. Carried.

VI. Bills – Public Fund. The Public Fund payable report for July 12, 2017 through August 16, 2017 was distributed and discussed. Van Patten reported that since the auditor wanted confirmation that the Board had approved the motion to pay the bills before any bills could be paid, and the Board minutes each month would not be immediately available, all future reports submitted for payment would contain a notation that the motion had been approved at the Board meeting and the report would be signed by the Board President. Motion by McManus, seconded by Carpinella, that the report be accepted

subject to the review of the claims auditor for payment of bills in the amount of \$40,295.51. Carried.

VI. Bills – Donation Fund. None presented.

VII. Public Comments. None

IX. Old Business

A. Updates

1. Library Construction Grants. Manning reported that since the 2016 grant had not been completely consumed, Albany had approved amending the grant to approve replacing the security camera at the parking lot entrance.

Manning reported that the library's 2018 grant request is due August 31, 2017. He is in the process of obtaining a proposal from Myriad to replace as many of the florescent lights in the library with LED lights that the \$10,000.00 grant will allow. Motion by Manning, seconded by Carpinella to approve a NYS construction grant for 2018 in an amount up to but not exceeding \$10,000.00 to replace florescent lights with LED lights in the library. Carried.

2. Monthly Energy Use Review. The monthly energy use reports were distributed and discussed. Manning commented that total energy costs for the library as of June 30, 2017 were slightly under \$40,000.00, which represents a savings from prior years.

B. Long Range Plan 2012-2017. It was agreed that the goals previously approved would continue to be pursued. McManus commented that the meeting agendas in the future should refer to the long range plan as continuing through 2017.

Manning reported that the Book Fair is coming up in November. The committee is looking for additional musicians. He distributed cards advertising the event and advised they are available to Board members for distributing to groups and/or library patrons. Van Patten reported that the Village is also holding its tree lighting that evening.

X. New Business

A. Personnel Changes. Motion by McManus, seconded by Clarkson that Andrew John Sprague be appointed Maintenance Worker I effective August 14, 2017. Carried.

Motion by Carpinella, seconded by McManus that the following resignations be accepted: Christopher Alfonso, Page, effective August 4, 2017; Cameron Beckley, Page, effective July 31, 2017; Terri Spiegel, Page, effective August 18,

2017; and Elizabeth Wiecek, Page, effective August 16, 2017. Carried. Van Patten reported that Terri Spiegel will be asked to continue to do window displays and be paid per job.

Motion by Carpinella, seconded by Manning, that the following appointments be made: Matthew Barron, Page, effective August 7, 2017; Amanda Delvecchio,, age, effective August 7, 2017; Anthony Delvecchio, Page, effective August 7, 2017; Anthony Gravante, Page, effective August 7, 2017; Grace Lewis, Page, effective August 7, 2017; Galen Theus Jr., Page, effective August 7, 2017, David Troy, Page, effective August 9, 2017; and Maddoc Williamson, Page, effective August 7, 2017. Carried.

- B. Editing/Conversion Suite. Van Patten explained that this area will be used for editing videos and converting VHS to other newer formats. She has received the paperwork to apply for a \$10,000.00 grant sponsored by Representative Magnarelli and will follow up.

XIV. Director's Report

Van Patten reported that the library has been besieged with requests for glasses to view the eclipse on Monday but that no libraries in the system have any left.

Van Patten reported she is still waiting to hear from Hummel's regarding the selection of chairs for the work room.

Van Patten advised the library has finished digitizing yearbooks up to 1940. She is waiting for permission from the school district to do those books which are still in copyright.

Van Patten advised the library is getting some new desks for library staff and volunteers.

She also advised that an EAP representative had been in the library on Tuesday.

Van Patten reported there has been some conflict within the staff. She is planning on meeting with all staff with a plan to resolve some of the difficulties. The Board discussed the possibility of a Code of Conduct to be signed by all staff and Carpinella suggested it might be helpful to invite staff members to participate in drawing up the code.

- XII. Adjournment. Motion by Carpinella, seconded by Clarkson, that the meeting be adjourned at 9:10 p.m. Carried. The next regular Board meeting will be held on Wednesday, September 13, at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary

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

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

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

ABSENT: None

ALSO PRESENT: Abraham Morelli

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

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members or library matters.
- II. Disposition of Minutes of September 13, 2017 Meeting. The minutes were distributed and discussed. Motion by Maguire, seconded by Downey, that the minutes be accepted with the following corrections:

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

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

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

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

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

Motion Carried.

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

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

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

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

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

IX. New Business

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

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

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

X. Director's Report

Van Patten reported that the roof work is basically completed.

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

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

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

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

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

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

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

Respectfully submitted.

Elizabeth Brainerd, Secretary

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. Opiod 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



Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting: December 20, 2017

PRESENT: Barbara Aitken, President; Robert Manning, Vice-President;  
Linda Clarkson, Susan Downey, Craig Maguire, Margaret Van Patten, Library  
Director; Krista Wells, Secretary

ABSENT: Mary Lou Carpinella, Edward McManus

ALSO PRESENT: Abraham Morelli

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

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members or library matters.
  
- II. Disposition of Minutes of November 15, 2017 meeting. The minutes were distributed and discussed. Motion by Maguire, seconded by Downey, that the minutes be accepted as presented. Carried.
  
- III. Treasurer's Report: Public Fund. The Public Fund report for Cycle 04; Post Dates From 07/01/2017 To 10/31/2017 was distributed and discussed. Motion by Clarkson, seconded by Downey, that the Public Fund report as of October 31, 2017 be accepted as presented. Carried.
  
- IV. Treasurer's Report : Donation Fund. The Donation Fund report of December 13, 2017 was distributed and discussed. Newly compiled reports clarifying the status of Restricted and Unrestricted donations were distributed and discussed. Morelli reviewed the formats with the Board and indicated a desire to update and provide reports in this format going forward. It was agreed that the Board found the layout and presentation of information to be easier to quickly digest. Motion by Maguire, seconded

by Downey, that the Donation Fund report as of December 13 2017 be accepted as presented. Carried.

- V. Bills: Public Fund. The Public Fund Payable report for November 16, 2017 through December 13, 2017 was distributed and discussed. Van Patten reported the bills should have gone out on Wednesday, December 20, 2017. Winter Storm Benji caused disruptions that delayed the releasing of the bills. The School Board was given a signed memorandum by Aitken authorizing the payment of the bills. Van Patten discussed a recent purchase from Fred Pryor Seminars. All full-time employees will have unlimited access to the entire Fred Pryor portfolio of learning courses for 2018. This access includes online trainings and in-person seminars. The cost per person is \$199 per year. Currently, 11 staff members have access. The Library has the option to add additional staff members at the \$199 per year price point. The Board agreed this is a good way to address the concern of growing the skill set of librarians. Motion by Downey, seconded by Clarkson, that the report be accepted as presented. Carried

- VI. Bills: Special Fund. None presented.

- VII. Public Comments. None.

#### VIII. Old Business

##### A. Updates

1. Library Construction Grants. Results of Foot-Candle Measurements distributed and discussed. The light readings at both 6 feet and 3.5 feet above floor level were notably higher. The increase in brightness has been noted by Library Staff. Manning suggested Van Patten work with Myriad to replace 200 lights. The total cost will be just under ten thousand dollars. The grant is expected in March or April of 2018. Motion by Manning, seconded by Downey, that the process be started in advance of the grant.

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. Preliminary results from Book Fair #9 were distributed and discussed. Total proceeds are currently listed as \$2,039.39. This amount includes \$1268.39 in proceeds from sales and \$771 "Wish List" donation items. Manning will verify numbers with Barnes and Noble. It was discussed that several other fundraisers were running around the same time frame and may have negatively impacted the fundraiser.

- A. Workroom. Van Patten reported that the Hummel's order has been submitted. She is waiting on a quote for the replacement of five (5) solid end panels with slatted panels. The slatted panels increase visibility and drive increased circulation. The current total of expenses is 63.7K. It was discussed that the Friends of BPL have pledged ten thousand dollars towards the modifications and fifty-three thousand dollars even will be moved out of the Donation Fund. Motion by Aitken, seconded by Maguire, to amend the 2017-2018 Baldwinsville Public Library Budget to add \$63,000.00 to the following lines:

Budgetary and Expense Accounts line 522.00 Expenditures

Budgetary and Revenue Accounts line 980.00 Revenues

Budgetary Account code 7410-406-33-0000 Building Repair

Carried.

- A. Opioid Epidemic and Libraries. Van Patten reported that she spoke with the Superintendent of Baldwinsville Public School District

regarding their policy on opioid incidents at the schools. The Superintendent will send Van Patten their current policy and the information he has regarding the drug training they receive. Van Patten also reported that other libraries in the area are looking in to the issue. OCPL has invited libraries to attend a Mental Health First Aid Class as part of Project AWARE.

IX. New Business

- A. OCPL Update. A letter send to the OCPL Board of Trustees from the Onondaga County Suburban Library Directors was distributed and discussed. Van Patten explained the issues that libraries have been dealing with stemming from the delay in filling positions at OCPL. This delay is largely due to the current process of receiving applicants from the County Human Resources department.

X. Director's Report

Van Patten reported that the fire inspection has been completed. New ballasts are at all Fire Exits. The Certificate of Occupancy will be issued.

- XI. Adjournment. Motion by Maguire, seconded by Clarkson, that the meeting be adjourned at 9:00 p.m. Carried. The next regular Board meeting will be held on Wednesday, January 10, 2018, at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary