

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting - January 10, 2018

PRESENT: Barbara Aitken, President; Edward McManus, Mary Lou Carpinella, Linda Clarkson, Susan Downey, Craig Maguire, Margaret Van Patten, Library Director; Krista Wells, Secretary

ABSENT: Robert Manning; Vice-President

ALSO PRESENT: Abraham Morelli

The Board 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 of library matters.
- II. Disposition of Minutes of December 20, 2017 meeting. The minutes were distributed and discussed. McManus questioned the budgetary account codes in the motion to amend the 2017-2018 Baldwinsville Public Library Budget. Van Patten will verify the account codes are correct and report back to the board. Motion by Carpinella, seconded by McManus, to postpone approval of the December 20, 2017 minutes pending clarification of budgetary and account codes.
- III. Treasurer's Report - Public Fund. The Public Fund Budget Status Report as of 01/04/2018 was distributed and discussed. The detailed reports were not available at the meeting. Van Patten reported that the library has been purchasing from Staples instead of Hummel's. Staples initially presented a more advantageous purchasing opportunity. The paperwork involved to receive the credits is very cumbersome. Hummel's has noticed the reduction in purchasing and will be presenting an updated pricing proposal. Approval of the Public Fund postponed pending review of detailed budgetary reports.
- IV. Treasurer's Report - Donation Fund. The Donation Fund report from January 10, 2018, the Restricted Funds report from December 2017, and overviews of various financial accounts were distributed and discussed. Financial account overviews will be provided a few times each year for review. Morelli will remove all spent funds from the report going forward. Motion by Clarkson, seconded by Maguire, that the Donation Fund report as of January 10, 2018 be accepted as presented. Carried.
- V. Bills - Public Fund. The Public Fund Payable report for December 13, 2017 through January 10, 2018 was distributed and discussed. Van Patten reported the stated expenditure for Myriad Construction was related to the updating/replacing of ballasts. The total does not include any expense related to the Workroom update. Van Patten reported that the expense from NAMI's Engraving is for a bulk purchase of name badges for the staff. Going forward, the Library can purchase individual name badges for \$9 each. This

cost will be passed to the staff member in the event of a lost or damaged name badge. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried

1195

VI. Bills - Donation Fund. Van Patten reported an invoice in the approximate amount of \$900.00 has just come in. The invoice was generated when the chairs were shipped, and the chairs have not been received. \$53,000.00 will need to be withdrawn early from the Library's Certificate of Deposit. An early withdrawal will incur penalties. McManus suggested the possibility of withdrawing the funds in two sections to reduce the amount of penalties incurred. Van Patten reported that two heat pumps will need to be replaced shortly. The Board discussed the current and expected bills. Motion by Clarkson, seconded by Downey, that the current bills be approved and processed. Carried.

VII. Public Comments. None.

VIII. Old Business

A. Updates

1. Library Construction Grants. Van Patten reported that Myriad has not provided an installation date for the new lights. The lights will be replaced starting at the Adult section of the library and moving forward.

2. Monthly Energy Use Review. No information provided.

B. Long Range Planning Committee. Maguire and Downey will meet with Van Patten the week of January 22, 2018.

C. Revised Section 8, C-4, Displays and Exhibits, in the Policy Manual. Revised policy is still being reviewed. The content of the policy is acceptable per the Library's legal counsel. The final verbiage is still in process.

D. Workroom. Van Patten reported that the purchase orders for Hummel's and Effect groups have been signed. Van Patten reported the custodial staff will remove shelving and paint. Carpeting and furniture will be installed once this work is completed. The estimated timeframe to complete the work is one week. She will send specific dates and information as it becomes available.

E. Opioid Epidemic and Libraries. Van Patten reported that she has received the current policy on students with life threatening illnesses from the Superintendent of Baldwinsville Public School District.

Carpinella and Clarkson will head a committee to review available information and develop a policy for the Library.

- F. Fundraiser. Final results from Book Fair #9 were distributed and discussed. The Library received the funds on a gift card. The gift card plus Barnes and Noble discount increase the value received.

1196

## IX. New Business

- A. Schedule Budget Meetings. President Aitken, McManus, Maguire, and Van Patten will meet on February 6, 2018 to discuss the budget for the upcoming fiscal year. Van Patten will gather the salary and expense information. Budget will require approval at or before the March Board of Trustees meeting. The committee will review the current need for staff during the planning meetings. The reduction in circulation may translate to a reduction in staff.
- B. Personnel. Motion by McManus, seconded by Maguire that the Board appoint Kevin Drake as Page as of December 18, 2017 at \$9.70 per hour. Carried.
- C. Other.
  - 1. President Aitken and McManus are up for re-election this year. Petitions need to be signed by the end of March. Suzanne will update the calendar with the due dates for action items.
  - 2. Van Patten reported that the Library is part of testing a new system for the circulation of books. This new system is already showing increased efficiency in the sorting room and a reduction in the amount of time a book spends in transit between libraries.
  - 3. Van Patten reported that Cooney has indicated two heat pumps will need to be replaced. The two in question are thought to be original heat pumps from 1995. Van Patten will confirm the identity and length of service of the two heat pumps and get quotes for their replacement. Maguire suggested they look in to an extended warranty for the replaced heat pumps.

## X. Director's Report

Van Patten reported that the reduction in circulation and increase in digital media usage is a general trend across the country. Due to this trend, a higher percentage of the Book Budget has been dedicated to digital media.

XI. Adjournment. Motion by Carpinella, seconded by Downey, that the meeting be adjourned at 8:50 p.m. Carried. The next regular Board meeting will be held on Wednesday, February 14, 2018 at 7:30 p.m.

Respectfully submitted,

Krista Wells, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – February 14, 2018

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

ABSENT: Robert Manning, Vice-President; Linda Clarkson, Mary Lou Carpinella, Krista Wells, Secretary

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 of library matters.
- II. Disposition of Minutes of January 10, 2018 meeting. The minutes were distributed and discussed. McManus noted the minutes contain an error in the Treasurer's Public Fund Report. The minutes said the report was as of 1/4/2018. The minutes should read the Public Fund Report was as of 07/01/17 through 12/31/17. 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 Cycles 05 and 06; post dates from 07/01/2017 to 12/31/2017 were distributed and discussed. Motion by McManus, seconded by Downey, that the Public Fund report as of December 31, 2017 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report from February 14, 2018 was distributed and discussed. McManus suggested that in the future only the current year's information be distributed to the Board with a copy of the full report placed in the file. Maguire stated that per the Budget Workshop on 2/9/18 only two investment options are allowed. Motion by McManus, seconded by Downey that the Donation

Fund Report be accepted as written.

- V. Bills – Public Fund. The Public Fund Payable report for January 10, 2018 through February 14, 2018 was distributed and discussed. McManus asked for the heat pump quotes. Van Patten has not received them and will follow up with Cooney. Motion by Downey, seconded by McManus that the report be accepted as presented. Carried.
- VI. Bills – Special Fund. A warrant in the amount of \$137.96 to be taken from contributions to Claire Deloria Memorial Fund for the cost of memorial books 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 stated adult fiction and non-fiction fluorescent bulbs have been replaced with LED bulbs.
  2. Monthly Energy Use Review. Metrics are trending as expected.
- B. Long Range Planning Committee. Downey reported that the committee has met. Nancy Howe and Virginia Stady are working on a new mission statement. An evacuation exercise may need to be planned for the library. Additional staff training is being planned for databases, tablets and devices to better help the public with questions. Downey also stated work was still being done on the Community Calendar particularly on homeless outreach. Nancy Howe can now create flyers for the school district which will be posted on the district's Peachjar if approved by James Rodems. The Long Range Planning presentation of 6/8/2013 is being revisited.

- C. Revised Section 8, C-4, Displays and Exhibits, in the Policy Manual. Downey moved to accept as written. McManus seconded. The changes will be added to the Policy Manual.
- D. Workroom. Van Patten reported she and Suzanne McCarthy will be selecting colors for paint. On 2/23/18 the staff workroom and breakroom will be emptied for painting and floor installations.
- E. Trustee Election and Budget Vote. The Time Schedule for the Annual Elections and Budget Vote was distributed. Motion by Downey, seconded by McManus that the Board accept the schedule.

IX. New Business

- A. Patron Accident. On 1/24/18 a patron fell in the parking lot and cut the back of his head. He was treated by the ambulance and spent the night at the VA Hospital. Van Patten sent the accident report to our insurance company. The insurance company will interview the patron and the woman who witnessed the accident. The patron is seeking medical bill coverage only. After the accident, the parking lot was salted.

X. Director's Report

Van Patten reported:

- The Friends program is nearly ready to be printed.
- 2018 is the 70<sup>th</sup> anniversary of the Library.
- The details of prevailing wage were presented.
- McManus asked about Win Cap. Van Patten explained that Cindy Snyder manages the part-time entries with Van Patten handling the full time.
- There is a glycol leak in the Mechanical Room.

- XI. Adjournment. Motion by McManus, seconded by Downey, to move to executive session at 8:47 p.m. The executive session ended and the meeting was adjourned at 9:10 p.m. The next regular Board meeting will be held on Wednesday, March 14, 2018 at 7:30 p.m.

Respectfully submitted,

Craig Maguire

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – March 21, 2018

PRESENT: Barbara Aitken, President; Edward McManus, Linda Clarkson, Susan Downey, Craig Maguire, Margaret Van Patten, Library Director; Krista Wells, Secretary

ABSENT: Robert Manning; Vice-President, Mary Lou Carpinella

ALSO PRESENT: Abraham Morelli

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

- I. Disposition of Minutes of February 14, 2018 meeting. The minutes were distributed and discussed. Motion by Clarkson, seconded by Downey, that the minutes be accepted as presented. Carried.
- II. Treasurer's Report : Public Fund. The Public Fund Budget Status Report as of 02/28/2018 was distributed and discussed. Van Patten explained the negative amount in the Office Supplies budget line was due to purchasing more supplies from Staples and less from Hummels. Hummels has a remaining balance of approximately \$4,100. The remaining balance will cover the negative in the Office Supplies budget line. Van Patten also reported that the Retirement bill was signed and the claim form was approximately \$81,000. This number is not reflected in the report. Motion by McManus, seconded by Downey, that the Public Fund report as of 02/28/2018 be accepted as presented. Carried.
- III. Treasurer's Report: Donation Fund. The Donation Fund report from March 14, 2018 was distributed and discussed. Morelli will contact the bank regarding anticipated interest rates in June. A question was raised regarding IRS filing requirements for the Donation Fund. President Aitken will investigate the requirements. Motion by Clarkson, seconded by Downey, that the Donation Fund report as of March 14, 2018 be accepted as presented. Carried.

- IV. Bills: Public Fund. The Public Fund Payable report for February 14, 2018 through March 14, 2018 and the revised report for January 10, 2018 through February 14, 2018 were distributed and discussed. Van Patten reported the payable report for January 10, 2018 through February 14, 2018 was revised due to an invoice from March that was included with the bills. The employee retirement is approximately \$1500 over budget. Van Patten also reported the Workers Compensation should be reflected on the April report. Motion by Maguire, seconded by Clarkson, that the reports be accepted as presented. Carried
- V. Bills: Donation Fund. No bills presented.
- VI. Public Comments. None.
- VII. Old Business
- A. Updates
1. Library Construction Grants. Van Patten reported that Myriad was able to replace more lights than previously estimated because the lights can use the existing ballasts. The grant for next year should be able to cover the remaining lights.
  2. Monthly Energy Use Review. There continues to be a downward trend in energy usage. Current energy usage is just below the five-year average.
- B. Long Range Planning Committee. A proposed mission statement was distributed and discussed. McManus suggested including verbiage to reflect the evolving usage of the Community Rooms. The Committee has been working to simplify the Emergency and Evacuation procedures and color code the key system. An update will be provided at the next Board meeting.
- C. Annual Budget Vote and Trustee Election.
1. The Public Information Meeting date has been set for Wednesday, April 11, 2018 at 7:25 p.m.

- D. Two petitions have been signed and filed at the School District Office.

VIII. New Business

- A. Budget. A proposed budget for fiscal year ending June 30, 2019 was distributed and discussed. The proposed budget reflects increases in wages commensurate with minimum wage increases. Two options were discussed to address the expected deficit. Option 1 would increase the tax rate by 0.01. Option 2 would take the deficit from the Fund Balance. Motion by Maguire, seconded by Clarkson, to accept the budget as proposed and use \$24,250 from the Fund Balance to balance the budget. Carried.
- B. Budget Presentation to the Public. No discussion.
- C. Tax Cap Update. Van Patten will enter the adopted budget numbers into the comptroller's website and will print out the final forms with the calculations completed.
- D. Election and Public Strategy. The Library will need to purchase ballots for the election. The Board of Elections previously quoted \$0.50 per ballot. Van Patten will reach out to Lysander Town Hall and the Village Clerk to investigate possible printing alternatives. There is no cost for the voting machines. Brown Moving and Storage will move the machines for a fee. Machine Specialists and Regular Inspectors have been scheduled for the vote. The list was read and reviewed by the Board members. Motion by McManus, seconded by Downey, to approve the Machine Specialists and Regular Inspectors as listed. Carried.
- E. Annual Report. The Annual Report for Public and Association Libraries – 2017 was distributed and discussed. Motion by Clarkson, seconded by Downey, to accept the report as presented.
- F. Other.
1. Van Patten reported that the Staff is settling in after the renovations. Minor adjustments have been made to individual workspaces to increase comfort and efficiency.
  2. Van Patten reported that two employees went above and beyond the call of duty during the renovations. The efforts of Rich Atkinson and Bob Loftus ensured a smooth transition for the Library staff throughout the renovation process. Rich took the lead in organizing the moving of furniture and ensured the work completed by Library staff was done in the

most efficient and least disruptive manner. Bob handled the ever-changing tech needs during the multiple relocations. He continues to assist the Staff with technology-related adjustments. The renovation process would have been much harder on the Staff without the efforts of Rich and Bob. Van Patten will be providing Atkinson and Loftus with gift cards as recognition of their outstanding service.

3. Van Patten reported that Cooney has removed two original heat pumps. They will look to see if the heat pumps can be fixed or if they need to be replaced. Both heat pumps are approximately 23 years old. Replacing the heat pumps will cost \$7,202 each or \$14,404 in total. Motion by McManus, seconded by Maguire, to approve the spending required to repair or replace the heat pumps. Carried.
4. Van Patten reported that Cooney has fixed a pump in the mechanical room. There was an issue with the assembly in the pump. The pump is no longer leaking. Cooney cleaned up the mess that resulted from the leaking pump.

#### IX. Director's Report

Van Patten reported that the Friends' check for \$10,000 to cover renovations has been received and deposited.

The Staff are researching a "Food Truck Friday" event to be held on Friday afternoons during the Summer. The event would have a Food Truck in the parking lot (or an adjacent parking lot) and host music and entertainment in the Community Room.

The Ruth Connell Award Day has been set for Thursday, May 24<sup>th</sup>. The Community Room will be available for setup starting at 3pm on Wednesday, May 23<sup>rd</sup>.

- X. Adjournment. Motion by Maguire, seconded by Downey, that the meeting be adjourned at 9:00 p.m. Carried. The next regular Board meeting will be held on Wednesday, April 11, 2018, at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – April 11, 2018

PRESENT: Barbara Aitken, President; Edward McManus, Linda Clarkson, Susan Downey, Craig Maguire, Margaret Van Patten, Library Director; Mary Lou Carpinella, Krista Wells, Secretary

ABSENT: Robert Manning; Vice-President

ALSO PRESENT: Abraham Morelli

The Board meeting was called to order by President Aitken at 7:32 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members of library matters.
- II. Disposition of Minutes of April 11, 2018 meeting. 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 Budget Status Report as of 03/31/2018 was not available at the time of the meeting.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report from April 11, 2018 was distributed and discussed. Morelli contacted the bank regarding anticipated interest rates in June. He will return to the bank closer to the account maturity date to complete rate negotiations. Motion by Clarkson, seconded by Carpinella, that the Donation Fund report as of April 11, 2018 be accepted as presented. Carried.
- V. Bills – Public Fund. The Public Fund Payable report for March 14, 2018 through April 11, 2018 were distributed and discussed. Van Patten reported the expenditure listed for Cooney was due to the heat pump and mechanical assembly work discussed during the March 21, 2018 meeting. Motion by McManus, seconded by Downey, that the reports be accepted as presented. Carried.

- VI. Bills – Donation Fund. Van Patten reported \$50 was transferred from the Donation Fund to purchase large print books. Motion by Carpinella, seconded by Downey, that the bills be accepted as presented. Carried.
- VII. Public Comments. None.
- VIII. Old Business
- A. Updates
1. Library Construction Grants. Van Patten reported that Myriad was able to replace more lights than previously estimated because the lights can use the existing ballasts. The grant for next year should be able to cover the remaining lists.
  2. Monthly Energy Use Review. There continues to be a downward trend in energy usage. Current electricity usage continues to be below the five-year average. The previous month showed a slight increase in natural gas usage over previous years. This is attributed to the area experiencing extended winter weather.
- B. Long Range Planning Committee. The mission statement continues to be reviewed and discussed. The general opinion is that the statement should not specifically mention the Community Room as it is one facet of the varied services offered by the Library. Once the mission statement is completed, a Wordle will be designed containing words associated with the Library. This graphic will be placed prominently within the Library. The Committee has completed the review of the Emergency and Evacuation Procedures. An update will be provided at the next Board meeting.
- C. Annual Budget Vote and Trustee Election. Van Patten reviewed the arrangements in place for the election on April 19, 2018. The ballots have been printed at a cost of 18 cents each. The option of using paper ballots for future elections was discussed. The Board decided the automation and public trust that comes with electronic voting machines is worth the additional cost of printing ballots.
- D. Other. None presented.

IX. New Business

- A. Election and Public Strategy. Banners have been displayed reminding the public of the upcoming election. The Library has not received any public questions or comments regarding the proposed budget.
- B. Parking Lot. Van Patten reported that the facilities manager was out to the Library and inspected the parking lot. The lot currently has two (2) potholes that need immediate repair. Additionally, he noted damage/excessive wear on the lot due to the run-off from snow piles in the adjacent lot. The snow is moved to the adjacent lot from the property of shops including Kinney Drug. Both lots are owned/managed by the same firm. The run-off from the melting snow is causing undue wear to the lot and creating a safety concern when it re-freezes as a layer of ice. Van Patten will attempt to get an estimate for milling and re-paving the lot. The two main potholes will be photographed and repaired by the Library's custodial staff. The possibility of contacting a lawyer to review the options available to the Library was discussed. McManus will discuss the issue with the village code inspector.

X. Director's Report

Van Patten reported that Program Listing total for the month was 1,101. This total was not reflected in the distributed report. Van Patten also reported that the Puzzle Swap continues to be a very popular program.

Van Patten reported that an offer has been made to a candidate to fill the current opening for a part-time librarian.

- XI. Adjournment. Motion by Downey, seconded by Carpinella, that the meeting be adjourned at 8:35 p.m. Carried. The next regular Board meeting will be held on Wednesday, May 9, 2018 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – May 9, 2018

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

ALSO PRESENT: Abraham Morelli

The Board meeting was called to order by President Aitken at 7:39 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members of library matters.
- II. Disposition of Minutes of April 11, 2018 meeting. The minutes were distributed and discussed. Motion by Clarkson, seconded by Maguire, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Public Fund report for Cycle 09; Post Dates From 07/01/2017 To 03/31/2018 was distributed and discussed. Motion by Manning, seconded by McManus, that the Public Fund Report as of March 31, 2018 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report from May 9, 2018 was distributed and discussed. Morelli contacted the bank regarding anticipated interest rates in June. He will return to the bank closer to the account maturity date to complete rate negotiations. Motion by Downey, seconded by Manning, that the Donation Fund report as of May 9, 2018 be accepted as presented. Carried.
- V. Bills – Public Fund. The Public Fund Payable report for April 11, 2018 through May 9, 2018 was distributed and discussed. Motion by Manning, seconded by Downey, that the report be accepted as presented. Carried.
- VI. Bills – Donation Fund. No bills presented.
- VII. Public Comments. None.
- VIII. Old Business
  - A. Updates
    1. Library Construction Grants. Van Patten reported that the 2015 grant has been closed. She also reported that both 2016 and 2017 can be closed. The grant for 2018 has not been awarded yet. The Board discussed the repair of the

Library parking lot. Due to the anticipated cost of the work to be done, an architect will need to create a bid packet to send to Albany. Van Patten will reach out to the School District to see if the architecture fee can be rolled in to any of their current projects.

2. Monthly Energy Use Review. There continues to be a downward trend in energy usage. Current electricity usage continues to be below the five-year average. The price per kilowatt hour has been fixed at 3.486 cents for the next 3 years. Gas usage is up slightly for the year. This is attributed to the extended Winter weather.

B. Long Range Planning Committee.

1. Mission Statement. The mission statement continues to be reviewed and discussed. An update will be provided at the next Board meeting.
2. Van Patten stated that the Library is taking steps to reduce waste. Washable flatware and biodegradable dishes will be used in place of plastic and Styrofoam.

C. Annual Budget Vote and Trustee Election.

1. Election Results.

Budget Vote	
Yes	- 151 Votes
No	- 12 Votes
Total	- 163 Votes

Budget Passed

5-Year Term for Seat held by Barbara Aitken (President)

Candidate Barbara Aitken - 148 Votes

Write-In Jean Hart - 1 Votes

Barbara Aitken is re-elected to the board

5-Year Term for Seat held by Edward McManus

Candidate Edward McManus - 144 Votes

Write-In Andrea Abbott - 1 Votes

Edward McManus is re-elected to the Board

2. Election Worker Salaries.

William Lynch, machine technician, was paid at a rate of \$25.00 an hour for 12 hours. Mary Crego and Edward Barlow, voting machine specialists, were paid at the rate of \$10.50 per hour for 7.5 hours. A motion was made,

seconded and unanimously approved to approve the salaries.

D. Parking Lot. See notes regarding the Parking Lot under Library Construction Grants.

E. Other. None presented.

IX. New Business

A. Agreement Between BPL and Baldwinsville School District. Motion to approve the Agreement Between BPL and Baldwinsville School District by McManus, seconded by Downey. Carried.

B. Adjustment of Salaries Effective July 1, 2018. The proposed salary schedule for library personnel was distributed and discussed. A motion was made, seconded and unanimously approved to approve the salary schedule as presented.

C. Appoint Nominating Committee. Linda Clarkson has been appointed to the Nominating Committee. Sue Downey will chair the committee.

D. OCPL System Services. OCPL has appointed a new Director, Janet Park. Coordinator for Member Services, Amanda Travis, will be the new director at NOPL. This appointment leaves the liaison position between suburban libraries and OCPL vacant. Delivery services have improved.

E. Vendor Quotes. The Claims Auditor for the Baldwinsville Central School District reached out to Van Patten regarding the Library's policy on purchasing. The Claims Auditor is suggesting the Library begin soliciting bids from multiple vendors prior to making a purchase. The letter was distributed and discussed by the Board. Motion by McManus, seconded by Downey, to continue with purchasing guidelines currently in place. Carried.

F. Personnel. Motion by McManus, seconded by Manning, that the Board appoint Dania Souid as Librarian 1 as of May 15, 2018 at \$19.00 per hour. Carried

X. Adjournment. Motion by Downey, seconded by Maguire, that the meeting be adjourned at 9:07 p.m. Carried. The next regular Board meeting will be held on Wednesday, June 13, 2018 at 7:30 p.m.

Respectfully submitted.  
Krista Wells, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – June 13, 2018

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

ABSENT: Linda Clarkson

ALSO PRESENT: Abraham Morelli

The Board 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 May 9, 2018 meeting. The minutes were distributed and discussed. Motion by Manning, seconded by Downey, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report: Public Fund. The Public Fund report for Cycle 10; Post Dates From 07/01/2017 To 05/31/2018 was distributed and discussed. Motion by Manning, seconded by Maguire, that the Public Fund Report as of June 31, 2018 be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report from June 13, 2018 was distributed and discussed. Morelli discussed the options available at various local banks and it was determined that Seneca Bank remains the best option for the Donation Fund. He will return to the bank to commit the funds by June 20, 2018. Van Patten reported that the final figures for the renovations have been received. Motion by McManus, seconded by Manning, that the Donation Fund Warrant of January 10, 2018 be rescinded and replaced with the updated Warrant of June 13, 2018. Carried.
- V. Bills: Public Fund. The Public Fund Payable report for May 9, 2018 through June 13, 2018 was distributed and discussed. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried

VI. Bills: Donation Fund. No bills presented.

VII. Public Comments. None.

VIII. Old Business

A. Updates

1. Library Construction Grants. Van Patten reported that the 2016 and 2017 Grants have been closed. The grant for 2018 has not been awarded yet. The grant for 2019 is available online and the amount allocated to Onondaga County Public Library system has increased over prior years. She hopes this will relate to an increase in the amount granted to the Baldwinsville Public Library and allow for a larger project to be completed.
2. Monthly Energy Use Review. There continues to be a downward trend in energy usage. Current electricity usage is approximately 20 percent below the five-year average. This reduction is attributed to the LED replacements. There is one phase left of LED replacements. McManus suggested it may be worth updating the remaining LED lights and pay with Library funds if the grant is unavailable because of the cost savings. Manning agreed and requested Van Patten acquire quotes for the remaining work. Gas usage is almost identical to the five-year average.

B. Long Range Planning Committee.

1. Mission Statement. The mission statement continues to be reviewed and discussed. The committee will meet again on June 19, 2018. It was requested that each Board member provide a proposed Mission Statement to Maguire prior to the meeting. An update will be provided at the next Board meeting.

C. Agreement between BPL and Baldwinsville School District.

The agreement was signed by the Board on May 9, 2018.  
The Baldwinsville School District has also signed the agreement.

D. Parking Lot. No updates.

E. OCPL System Services.

1. Van Patten reported that OCPL has hired another full time equivalent System Liaison Librarian. This will hopefully assist with the delivery issues being experienced by all Libraries within the system. One week there were only 3 deliveries out of a scheduled 5.
2. The increased visibility of drug and violence issues at Libraries was discussed. Several libraries have begun providing staff training on how to respond to a critical situation. Liverpool library has provided an Active Shooter training to staff members and to the public. Van Patten stated the next staff trainings will be Active Shooter, First Aid, and Relaxation Techniques.

F. Other. None

IX. New Business

A. Report of Nominating Committee.

Barbara Aitken, President  
Robert Manning, Vice-President  
Tim Lynch, Treasurer  
Abraham Morelli, Special Funds  
Krista Wells, Secretary

Motion to approve the nominating committee report by Downey, seconded by Manning. Carried.

B. Set Next Budget Vote Date. The Fiscal Year 2019/2020 Budget Vote Date has been set as April 25, 2019.

C. Insurance Policy. Van Patten reported that 14 different insurance companies were reviewed. Most were unable to write policies for the class the Library is in. Guard Insurance quoted \$14,333. Utica National Insurance Group quoted \$10,108.09. This amount is slightly lower than last year's premium of \$10,126.16. Motion by Manning, seconded by Maguire, to renew the insurance policy with Utica National Insurance Group.

D. OCPL System Services. NOPL has appointed a new Director, Amanda Travis. This appointment leaves the liaison position between the suburban libraries and OCPL vacant. Delivery services have improved.

E. Personnel.

1. Motion by Maguire, seconded by Carpinella, that the Board accept the resignations of:

Mackenzie Bruen, Page, effective June 7, 2018

Brittney Hewitt, Clerk, effective May 16, 2018

Amy Hueber, Librarian I, effective May 15, 2018

David Troy, Clerk, effective June 12, 2018

Carried

2. Motion by McManus, seconded by Downey that the Board make the following appointments:

Grace Gilhooley, Clerk, at \$11.50 per hour,  
effective June 3, 2018

Cassidy Weese, Page, at \$10.50 per hour,  
effective June 3, 2018.

Carried

F. August Board Meeting.

1. The date for the August Board Meeting has been changed from August 8, 2018 to August 15, 2018.

X. Director's Report

Van Patten reported the storm on Friday, June 8, 2018 resulted in water in the Break Room. It is believed this was caused by the way the wind was driving the water towards the building and in some instances in an

upward direction. The water did not cause any damage and was cleaned up without incident.

Van Patten showed the Board a “tote” put together by the Garden Club. The tote has a friendly frog logo and “Let’s Leap into the Dirt” printed on the front. The totes will contain children’s books with a gardening theme, pot with dirt, seeds, and planting instructions, and a spray bottle. The children will keep the pot (with dirt and seeds) and return the tote containing the remaining items. The Garden Club will provide pots with dirt and seeds to replenish the totes as they are returned. The books will be changed regularly.

The 10<sup>th</sup> Bookfair will take place at the Barnes and Nobles in Clay on November 24, 2018.

- XI. Adjournment. Motion by Maguire, seconded by Downey, that the meeting be adjourned at 8:57 p.m. Carried. The next regular Board meeting will be held on Wednesday, July 11, 2018 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – July 11, 2018

PRESENT: Barbara Aitken, President; Mary Lou Carpinella, Linda Clarkson, Susan Downey, Craig Maguire, Edward McManus, Margaret Van Patten, Library Director; Krista Wells, Secretary

ABSENT: Robert Manning

ALSO PRESENT: Abraham Morelli

- I. The Board meeting was called to order by Secretary Wells 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 of library matters.
- III. Oath of Office for Newly-Elected Trustees. The oath of office was administered to newly elected trustees Barbara Aitken and Edward McManus.
- IV. Report of the Nominating Committee and Election of Officers. Downey provided the Board with the Nominating Committee's report: Barbara Aitken for President and Robert Manning for Vice President. No additional nominations were made. Motion by Carpinella, seconded by McManus, that Barbara Aitken be elected President and Robert Manning be elected Vice-President. Carried.
- V. Organizational Details
  - A. Monthly Meeting Night - second Wednesday of each month
  - B. Official Newspaper – Baldwinsville “Messenger”
  - C. Public Fund Treasurer – Tim Lynch  
Donation Fund Treasurer – Abe Morelli
  - D. Appoint Secretary - Krista Wells
  - E. Attorney - Rosemary Bucci, Esq.  
Motion by Downey, seconded by Maguire, that the organizational details be accepted as presented. Carried.

Secretary Wells turned the meeting over to President Aitken.

- VI. Disposition of Minutes of June 13, 2018 meeting. The minutes were distributed and discussed. Motion by Maguire, seconded by Downey, that the minutes be accepted as presented. Carried.
- VII. Treasurer's Report: Public Fund. The official Public Fund report has not been sent in yet. Van Patten was able to print out current reports. These reports were distributed and discussed. Van Patten requested that the Board encumber \$1,000 in the Recording budget line and \$3,500 in the Book budget line. This money will be used to cover orders submitted in late June for recordings and books. Motion by Carpinella, seconded by McManus, that \$1,000 be encumbered in the Recording budget line and \$3,500 by encumbered in the Books budget line. Carried.
- Motion by Carpinella, seconded by Downey, that \$12,000 be moved from the Non Book budget line and \$200 be moved from the Utilities budget line to cover the current negative budget lines. Carried.
- VIII. Treasurer's Report: Donation Fund. Morelli reported that the Donation Fund has been re-invested in a Certificate of Deposit (CD) at Seneca Bank. The interest rate is 1.61%, with an annual yield of 1.62%. The CD is for one (1) year. The amount of money invested is lower than last year; however the interest rate has increased from 1.25%. Motion by McManus, seconded by Maguire, to accept the Donation Fund Report. Carried.
- IX. Bills: Public Fund. The Public Fund Payable report for the end of the Fiscal Year was factored in to the Treasurer's Report: Public Fund (section VII). The bills for July 1, 2018 to July 11, 2018 were distributed and discussed. Motion by McManus, seconded by Maguire, that the bills for July 1, 2018 to July 11, 2018 be accepted as presented. Carried.
- X. Bills: Donation Fund. No bills presented.
- XI. Public Comments. None.
- XII. Old Business.

A. Updates

1. Library Construction Grants. Van Patten has made inquiries regarding the cost of repairing the Parking Lot. She is currently waiting for call backs. McManus suggested talking to the School District to see if they would cover the cost of their architect creating the bid package. Van Patten

reported there are 250 lights on the main floor and 86 in the basement that have not been replaced. A quote was given for \$9,950 to replace 153 of those lights. Van Patten will reach out to get a quote to replace the remaining lights on the first floor. Motion by McManus, seconded by Maguire, that the lights on the main floor be replaced at one time, using the Fiscal Year 2018/2019 construction grant to cover much of the cost. Carried.

2. Monthly Energy Review. There continues to be a significant downward trend in energy usage.

B. Long Range Plan. The mission statement was discussed by the Board. Motion by Carpinella, seconded by Maguire, that “To nurture love for learning, creativity, and positive collaboration within the community.” be adopted as the official mission statement. Carried.

C. August Meeting Reminder. The date of the August meeting has been moved to August 15, 2018 at 7:30 p.m.

D. Parking Lot. See report in Library Construction Grants (section XII.A.1)

### XIII. New Business

A. Petty Cash: Postage Asset Account. Motion by Carpinella, seconded by Downey, that the Petty Cash and Postage Asset Accounts both be set up with \$200 and that the maximum reimbursement for Petty Cash remain \$25. Carried.

B. Purchasing Agents. Motion by McManus, seconded by Downey, that Meg Van Patten, Cindy Snyder, Nancy Howe, and Corrinne Kushner be authorized to sign Purchase Orders. Carried.

C. Year-End Budget Transfers. Item addressed in Treasurer’s Report: Public Fund (section VII).

D. Encumbrances. Item addressed in Treasurer’s Report: Public Fund (section VII).

E. Personnel.

1. Motion by McManus, seconded by Downing, that the Board accept the resignations of: Greg Welcher, effective January 21, 2018; and Cassidy Weese, effective June 11, 2018. Carried.
2. Motion by Clarkson, seconded by Maguire, that the Board appoint Serena Schaeber, Page, at \$10.40 per hour, effective July 1, 2018. Carried.

- XIV. Directors Report. Van Patten reported that each library will be receiving two passes for all Onondaga County Parks. Van Patten also reported that Gardening Bag Kits reviewed at the June Board meeting are available for patrons to check out. The library should receive final approval for the installation of a Little Free Library in Baldwinsville Park by the end of the week (July 13, 2018).

Van Patten reported the purchase of a drop safe to be installed beneath the register. This will allow employees to deposit the money directly in the safe after closing their till. The new style and location of the safe will greatly enhance security of funds.

Van Patten reported an ongoing issue within the library and the system as a whole. DVD's are being removed from the cases (and not replaced). While a large portion of this shrinkage in the library is attributed to patrons, it is believed some shrinkage is occurring during the delivery route. Cameras and repositioning of content is being used to deter theft in the library.

- XV. Adjournment. Motion by Maguire, seconded by Downey, that the meeting be adjourned at 8:41 p.m. Carried. The next Board meeting will be held on Wednesday, August 15, 2018 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – August 15, 2018

PRESENT: Barbara Aitken, President; Linda Clarkson, Craig Maguire, Edward McManus, Margaret Van Patten, Library Director; Krista Wells, Secretary

ABSENT: Robert Manning, Vice-President; Susan Downey, Mary Lou Carpinella

ALSO PRESENT: Abraham Morelli

The Board meeting was called to order by President Aitken at 7:37 p.m.

- I. Disposition of Minutes of July 11, 2018 meeting. The minutes were distributed and reviewed. Motion by McManus, 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 of library matters.
- III. Treasurer's Report: Public Fund. The Budget Status Report as of 06/30/2018 was distributed and discussed. There was no report from this Fiscal Year presented. Motion by McManus, seconded by Maguire, that \$200 be moved from the Salaries-Custodial budget line to the Salaries-Professional budget line to cover the current negative amount. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report was distributed and discussed. Motion by Clarkson, seconded by Maguire, that the report be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable report for 7/11/2018-8/15/2018 was distributed and discussed. Motion by McManus, seconded by Maguire, that the bills for 7/11/18-8/15/18 be accepted as presented. Carried.
- VI. Bills: Donation Fund. The Donation Fund bills reports were circulated and discussed. Motion by McManus, seconded by Maguire, to accept the bills as presented. Carried.
- VII. Public Comments. None.

## VIII. Old Business.

### A. Updates

1. Library Construction Grants. Van Patten reported that official permission has been granted to complete Phase 2 of the LED conversion. This work has already been completed. Vice-President Manning will create the appropriate report and submit to President Aitken for her signature before submitting the report. Motion by McManus, seconded by Maguire, authorizing the submission of the 2019 NY State Construction Grant Application for "Phase-3 of the Library LED Lighting Technology Conversion" not to exceed \$9,999.00 in total project value. Carried.
2. Monthly Energy Review. There continues to be a significant downward trend in energy usage.

- B. Long Range Plan. Van Patten reported that a document has been created for new patrons. The brochure details information of use to new patrons, including services provided and fines. Van Patten reviewed trainings that will be scheduled for the library staff and informed the Board that State Legislation has come out with guidelines for how libraries should/should not handle opioid issues. This information will be reviewed by the committee.

## IX. New Business

### A. Personnel Changes.

Motion by Clarkson, seconded by Maguire, that the Board accept the resignation of Katrina Crump effective 7/12/2018. Carried.

Motion by Clarkson, seconded by Maguire, that the Board appoint Aidan Miller as Page at \$10.40 per hour, effective 8/7/2018 and Maria Jordan as Page at \$10.40 per hour, effective 8/7/2018. Carried.

- B. Health Insurance. Van Patten reported some changes to the Health Insurance Plan along with examples of how the School Board plans to mitigate the increase in costs to employees. The changes would currently increase the health insurance costs for two library employees. Motion by McManus, seconded by Maguire,

to table discussion until more information is provided regarding the changes. Carried.

C. Budget Line Transfer. Item addressed in Treasurer's Report: Public Fund (section III).

- X. Directors Report. Van Patten reported that Brown and Brown changed the Disability Insurance carrier from AmTrust to Standard Security. This change was not communicated clearly and resulted in confusion when the Library received a bill from Standard Security. The rate has decreased and Brown and Brown expects improved service from the new carrier.

Van Patten reported that a small section of guard rail has been damaged by a patron. The gentleman contacted the Library to express his wish to have the damage repaired. The damage is very minimal, and no one was injured in the incident.

The newest Little Free Library has been registered and installed. Abe Morelli built the structure, the Friends paid for the materials, and the Rotary installed it in the park. Nancy Howe will maintain both Little Free Libraries with the help of volunteers.

Van Patten reported that a dead tree on an adjacent property caused damage to a staff member's vehicle. A large limb came down during a storm and there were concerns the entire tree could come down in similar conditions. Van Patten contacted the owner of the property regarding the concerns and the owner promptly removed the tree.

Vice-President Manning requested the purchase of Patriotic Banners to be displayed during patriotic holidays such as Memorial Day, July 4<sup>th</sup>, etc. Van Patten stated the approximate cost for a set of banners is \$270 plus a \$25 set up fee. Motion by McManus, seconded by Maguire, that the purchase of patriotic banners is a good idea and should be done. Carried.

Van Patten reported the receipt of two checks:

\$1,333.65 from Utica National for dividends

\$9,306.60 from the State of New York for State Aid

- XI. Adjournment. Motion by McManus, seconded by Maguire, that the meeting by adjourned at 8:23 p.m. Carried. The next regularly

scheduled Board meeting will be held on Wednesday, September 12, 2018 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – September 12, 2018

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

ABSENT: Linda Clarkson, Mary Lou Carpinella

ALSO PRESENT: Abraham Morelli

The Board meeting was called to order by President Aitken at 7:34 p.m.

- I. Disposition of Minutes of August 15, 2018 meeting. The minutes were distributed and reviewed. Motion by Maguire, 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 members concerning library matters.
- III. Treasurer's Report: Public Fund. The Budget Status Reports for 07/01/2017 – 06/30/2018 and 07/01/2018 – 07/31/2018 were distributed and discussed. The reports have not been finalized and currently contain discrepancies. Motion by Maguire, seconded by Downey, that approval of the Budget Reports be tabled pending completion of the reports. 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 as presented. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable report for 8/15/2018-9/12/2018 was distributed and discussed. Van Patten reported that the water bill for the previous billing period is approximately \$300 more than the same billing period last year. This is attributed to the leak that was detected in the cooling system. At the time it was thought the leak was small, but the amount of the water bill indicates it was larger than it seemed. Van Patten will reach out to the Village of Baldwinsville Water Department to check the meter. Motion by McManus, seconded by

Maguire, that the bills for 8/15/18-9/12/18 be accepted as presented.  
Carried.

- VI. Bills: Donation Fund. No bills presented.
- VII. Public Comments. None.
- VIII. Old Business.

A. Updates

1. Library Construction Grants. Manning reported that the 2019 construction grant was submitted on 09/03/2018. The total was \$9,950 to convert 306 lights to LED. OCPL should vote on the grant in the coming week. Once accepted, the grant will be sent to the State and the work can begin.
2. Monthly Energy Review. Manning noted that there continues to be a significant downward trend in energy usage. The downward trend is attributed to a combination of the LED lights and the renegotiated rate that went into effect as of May 1, 2018. The table below shows the energy usage and cost from July 1 to August 31 for 2016, 2017, and 2018.
3. Natural gas usage remains flat.

Year	Dollar Spend	Kilowatts Consumed
2018	\$3,961	48,000
2017	\$5,985	54,000
2016	\$7,056	68,000

- B. Long Range Plan 2012-2018. Maguire reported that the committee has scheduled fire drills and come up with possible activities for Fire Prevention Week. The committee has discussed the possibility of having the staff complete training on a day the library is closed. This will alleviate many scheduling issues and allow the staff to focus solely on their training.

A Strategic Planning Day was discussed. The Library is partnering with the Rotary to host a Strategic Planning Day for the community. Municipalities, schools, and citizens will participate in the activity. It

will be a tightly scheduled day with many presentations and activities to help determine the needs of the community.

The next Long Range Planning Committee meeting will be held on October 16, 2018 at 11:00 a.m.

- C. Health Insurance A breakdown of the cost changes for health insurance coverage effective October 1, 2018 was distributed and discussed. The largest change is the removal of the Single Plus 1 coverage option. Employees currently covered under this option will need to change to the Family plan. This change will negatively impact two library employees. The School District is placing \$100 per year for the next three years into a Health Savings Account for their employees affected by the change. Motion by McManus, seconded by Maguire, that the Library contribute \$100 per year, for the next three years, into a Health Savings Account for the Single Plus 1 employees affected by the Health Insurance changes effective October 1, 2018. Carried.
- D. Parking Lot Update Van Patten reported that King and King Architects and a landscaping architect have looked at the parking lot. It is agreed that the best course of action is to mill the parking lot down 2 to 3 inches. The architects will look into options to fix the low spot at the end of the lot. King and King will also reach out to the Village Engineer to see what can be done regarding the runoff from the snow pile in the adjacent lot. No quotes have been given yet.

## IX. New Business

- A. Personnel Changes.  
Motion by McManus, seconded by Maguire, that the Board accept the resignations of Michael Scott, Page, effective 8/17/2018, Maddoc Williamson, Page, effective 8/18/2018 and Sharon Impellizzieri, Page, effective 8/31/2018. Carried.

Motion by McManus, seconded by Maguire that the Board appoint Jacqueline Owens as Page at \$10.40 per hour, effective 8/21/2018 and Sarah DiSanto as Page at \$10.40 per hour, effective 8/21/2018. Carried.

- B. Childrens' Librarian Position. The current Children's Librarian, Corrinne Kushner, will retire October 31, 2018. The Board discussed the current salaries and seniority levels of the current librarians across the OCPL system. Van Patten explained the candidate selection process and indicated she would need a salary range before being able to request the list from Civil Service. Van Patten will request the list after September 16, 2018 to ensure she is using the list that scores candidates on new criteria. Motion by Maguire, seconded by Downey, to set the salary range for the Childrens' Librarian Position at \$35,000 - \$53,000. Carried.
- X. Directors Report. Van Patten informed the Board of an incident that occurred Monday resulting in the barring of a patron from the Library. During the process, Van Patten identified a section of the Patron Code of Conduct and Barring Policy that needs to be updated. She is requesting the Board approve the update immediately and review the policy for wordsmithing at a later date. The suggestion was also made to take a "Zero Tolerance" stance on all behaviors deemed unacceptable in the Code of Conduct. Motion by McManus, seconded by Maguire, that the Patron Code of Conduct be updated to include "physical threats, abuse, assault" in the list of Behaviors not permitted on library property and that the Barring Policy be updated to include "physical threats, abuse and assault" in section (2B) These Illegal behaviors will result in permanent eviction from the Library. Carried.
- Van Patten will check with the Library's attorney regarding a policy for when and to whom footage recorded by the Library's security cameras can be released.
- The Board discussed the possibility of a panic type button that staff can press to send a distress call to the local authorities.
- XI. Adjournment. Motion by Downey, seconded by Maguire, that the meeting be adjourned at 9:17 p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, October 10, 2018 at 7:30 p.m.

Respectfully submitted,  
 Krista Wells, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – October 10, 2018

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

ABSENT: Mary Lou Carpinella

The Board meeting was called to order by President Aitken at 7:39 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members of library matters.
- II. Disposition of Minutes of September 10, 2018 meeting. The minutes were distributed and reviewed. Request to correct Section VII.C (Health Insurance) to include “if they continue employment” in the motion made by McManus and seconded by Maguire. Motion by Manning, seconded by Downey, that the minutes be accepted as corrected. Carried.
- III. Treasurer’s Report: Public Fund. The Budget Status Reports for 07/01/2018 – 07/31/2018 and 07/01/2018 – 08/31/2018 were distributed and discussed. Motion by McManus, seconded by Downey, that the Public Fund reports of 07/31/2018 and 08/31/3018 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 Donation Fund report for September 2018 be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable report for 9/12/2018-10/10/2018 was distributed and discussed. Van Patten reported that a committee has reconvened regarding the Memorandum of Understanding concerning the services provided for the quarterly fee paid to OCPL. Motion by Manning, seconded by McManus, that the bills for 9/12/18-10/10/18 be accepted as presented. Carried.
- VI. Bills: Donation Fund. No bills presented.

VII. Public Comments. None.

VIII. Old Business.

A. Updates

1. Library Construction Grants. The 2019 construction grant was submitted on 09/03/2018. OCPL approved the grant on 09/19/2018 and has forwarded it to the State. Van Patten can proceed with scheduling the work to be completed.

2. Monthly Energy Review. There continues to be a significant downward trend in energy usage. The downward trend is attributed to a combination of the LED lights and the renegotiated rate that went into effect as of May 1, 2018.

Natural Gas usage is slightly higher than the previous year. Gas usage is dependent upon the weather.

3. Fundraiser: Barnes and Noble Book Fair. There will be a planning meeting held on Tuesday, October 16, 2018, at 10 a.m. The event is currently in need of musicians.

B. Long Range Plan 2012-2018. The next Long Range Planning Committee meeting will be held on Tuesday, October 16, 2018 at 11 a.m.

C. Parking Lot Update Van Patten reported that the landscaping architect (Brittany Belding of Appel Osborne) has reached out to the Village DPW office (Gary Humphrey) and has been informed that the owner of the property adjacent to the Library parking lot (the Commons) is responsible for capturing the run off from their property prior to it reaching the Library's property. Gary will reach out to Brittany once he has touched base with the Commons.

IX. New Business

A. Personnel Changes.

Motion by McManus, seconded by Downey, that the board accept, with regrets, the retirement of Corrine Kushner, Children's Librarian, effective 10/31/2018. Carried.

Motion by McManus, seconded by Downey, that the Board accept the resignation of Serena Schaeber, Page, effective 8/18/2018. Carried.

- B. Sexual Harassment Policy. The following drafts, provided by New York State, were distributed and discussed:
1. Sexual Harassment Policy for All Employers in New York State,
  2. Model Complaint Form for Reporting Sexual Harassment, and
  3. Sexual Harassment Prevention Policy Notice.

The State has updated the requirements for Sexual Harassment policies, documentation, and staff training. The drafts provided can be used by employers in lieu of creating their own policies.

Van Patten reported that the Library will need to implement the policies and train the existing staff as quickly as possible to be in compliance with the changes made by the State. Van Patten also reported that the Library will be responsible for making sure any contractors used have the correct Sexual Harassment policies and training in place for their employees. Motion by Manning, seconded by Maguire, to adopt the Sexual Harassment Policies provided by the State to supersede our current Sexual Harassment Policies. Carried.

- C. Trustee Training Survey. Van Patten distributed a survey for all Board members to complete regarding the level of training required for Trustees.
- D. Staff Training Day. Van Patten proposed closing the Library on Monday, November 12, 2018 for a Staff Training Day. The Staff Training day would be held from 8 a.m. to 5 p.m. and would include the Sexual Harassment Training. Motion by McManus, seconded by Downey, that the Library close for a Staff Training Day on Monday, November 12, 2018. Carried.

- X. Directors Report. Van Patten reviewed a memo from the Library's attorney detailing the drawbacks to pursuing further legal action against Vertical Technologies of NY, LLC.

Van Patten informed the Board of an upcoming Staff Lunch on October 26, 2018 from Noon – 2 p.m. At 1 p.m. there will be a dedication of the

Staff Room and a group photo taken outside the Library (weather permitting).

Van Patten passed around a brochure for the new printer that will be delivered next week. The purchase cost of the Canon Image Prograf iPF 770/670 is being covered by the Rotary. The Library will provide free printing services to the Rotary and will provide fee-based printing services for other organizations.

The next Friends meeting will be held on Thursday, October 18, 2018 at 10 a.m.

- XI. Adjournment. Motion by Downey, seconded by Manning, that the meeting be adjourned at 8:45p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, November 14, 2018 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – November 14, 2018

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

ABSENT: None

The Board meeting was called to order by President Aitken at 7:31 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members of library matters.
- II. Disposition of Minutes of October 10, 2018 meeting. The minutes were distributed and reviewed. Request to correct name of Village DPW office contact to Greg in section VIII.C (Parking Lot Update). Motion by Maguire, seconded by Manning, that the minutes be accepted as corrected. Carried.
- III. Treasurer's Report: Public Fund. The Budget Status Report for 07/01/2018 – 09/30/2018 was distributed and discussed. Motion by Maguire, seconded by Downey, that the Public Fund report as of 09/30/2018 be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report was distributed and discussed. Motion by Clarkson, seconded by McManus, that the Donation Fund report for October 2018 be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable report for 10/10/2018-11/14/2018 was distributed and discussed. The monthly fee for Cooney Air Conditioning and Heating covers monthly maintenance. During the last scheduled maintenance an issue was discovered with pump nine. Cooney will be returning to further investigate and repair the issue.

Morelli notified Van Patten that a blower fan in the basement is running very loud and will need to be inspected during the next maintenance visit.

Van Patten reported that ASI Signage will be replacing the signs for the restrooms in the Children's Area to say "Restroom" instead of "Boys" and "Girls." Each restroom is a single use room and the new signage will allow parents to use either room as they are available. Motion by Manning, seconded by Downey, that the bills for 10/10/18-11/14/18 be accepted as presented. Carried.

VI. Bills: Donation Fund. A bill for \$41.00 payable to Nami's Engraving and More was discussed. The fee covers the dedication signs and quotes in the newly remodeled Staff Room. Motion by McManus, seconded by Downey, that the bill be accepted as presented. Carried.

VII. Public Comments. None.

VIII. Old Business.

A. Updates

1. Library Construction Grants. The 2019 construction grant was submitted on 09/03/2018. OCPL approved the grant on 09/19/2018 and has forwarded it to the State. Van Patten has contacted the contractor and is waiting for the work to be scheduled.

2. Monthly Energy Review. There continues to be a significant downward trend in energy usage. The downward trend is attributed to a combination of the LED lights and the renegotiated rate that went into effect as of May 1, 2018. The current year usage is down 27% from the five (5) year average. Natural Gas usage is slightly higher than the previous year. Gas usage is dependent upon the weather.

3. Fundraiser: Barnes and Noble Book Fair. The Bookfair will be held on Saturday, November 24, 2018. Van Patten will reach out to the Rotary to see if they have any volunteers to wear the "Clifford" costume.

B. Long Range Plan 2012-2018. The next Long Range Planning Committee meeting will be held next week. The Library and Rotary are co-sponsoring a "Community Conversation" this Saturday, November 17, 2018, at the Greater Baldwinsville Ambulance Corp. The all-day event will include various local residents and members of the business community. Strengths, weaknesses, opportunities,

and threats will be explored along with the various ways community members can help meet the needs of the community. A summary of the information gathered on Saturday will be provided to all participants.

Van Patten reported that Central Library is looking to put social workers in all city library branches. The social workers will be funded by Catholic Charities and their main function will be to assist patrons looking for poverty relief resources and assistance with accessing other resources.

C. Other None.

IX. New Business

A. Personnel Changes.

Motion by McManus, seconded by Maguire, that the Board appoint Corrinne Kushner as Substitute, at \$19.00 per hour, effective 11/01/2018. Carried.

Motion by Clarkson, seconded by Downey, that the Board appoint Meghin Roberts as Children's Services Librarian (Librarian I), at a salary of \$43,000.00 per year, effective 11/26/2018. Carried.

Motion by Carpinella, seconded by Maguire, that the Board accept the resignation of Kevin Drake, Page, effective 10/27/2018. Carried.

Motion by Carpinella, seconded by Downey, that the board accept the resignation of Andrew John Sprague, custodian, effective 10/19/2018. Carried.

The following staff changes were proposed by Van Patten and discussed by the Board:

1. Increase the salary of Diane Holbert to \$43,000.00 annually. The increase would bring her salary in line with others in the same position. Motion by Clarkson, seconded by Downey, that the annual salary for Diane Holbert be raised to \$43,000.00, effective Sunday, November 25, 2018, to be commiserate with others. Carried.

2. Raise Julia Schult from Librarian I to Librarian II. The change accurately reflects her current duties. Motion by Clarkson, seconded by Downey, that Julia Schult be raised to Librarian II. Carried.
3. Hire Rich Atkinson as full-time custodian instead of replacing John Sprague with another part-time custodian. Rich is currently the part-time custodian covering the afternoon shift. He is willing to work a split shift, covering the morning shift originally covered by John, taking the mid-day off, and returning to cover the afternoon shift. The shift from part-time to full-time will make Rich eligible for all full-time employee benefits. Motion by Carpinella, seconded by Downey, that the board appoint Rich Atkinson as full-time custodian, at a salary of \$27,690.00 per year, effective November 25, 2018. Carried.

B. Holiday Schedule. The Board reviewed the proposed Holiday Schedule for calendar year 2019. The schedule is the same as the one used in calendar year 2013. Motion by Manning, seconded by Maguire, that the proposed Holiday Schedule for calendar year 2019 be accepted as presented. Carried.

C. Tax Cap Resolution. Motion by Maguire, 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, 2019 – June 30, 2020 fiscal year, the tax levy limit imposed by municipal law section 3-c(3).”

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

X. Directors Report. Van Patten reported that *The Messenger* was at the Library and will be running a story regarding the Library of the Year Award.

Van Patten also reported that the Library will purchase salt for the current plowing season and the School District of Baldwinsville will salt the parking lot after the plow comes through.

The fire inspection turned up three (3) items that needed attention. They are in the process of getting resolved. Van Patten will alert the inspector when the items have been corrected and they will re-inspect.

There has been some new information regarding the rules governing open meetings. Van Patten briefly reviewed the information and should have more detailed information at a future meeting.

- XI. Adjournment. Motion by Maguire, seconded by Downey, that the meeting be adjourned at 8:45p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, December 12, 2018 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – December 12, 2018

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

ABSENT: Mary Lou Carpinella

ALSO PRESENT: Abraham Morelli

The Board meeting was called to order by President Aitken at 7:37 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members of library matters.
- II. Disposition of Minutes of November 14, 2018 meeting. The minutes were distributed and reviewed. McManus noted that a Custodial position is hourly not salaried. Motion by McManus, seconded by Maguire to amend the motion in section IX.A.3 (New Business.Personnel Changes.Rich Atkinson) in the November 14, 2018 minutes to “appoint Rich Atkinson as full-time custodian at \$14.20 per hour, effective November 25, 2018.” Carried.  
  
Motion by Downey, seconded by Maguire, that the minutes be accepted as corrected. Carried.
- III. Treasurer’s Report: Public Fund. The Budget Status Report for 07/01/2018 – 10/31/2018 was distributed and discussed. Motion by McManus, seconded by Downey, that the Public Fund report as of 09/30/3018 be accepted as presented. Carried.
- IV. Treasurer’s Report: Donation Fund. The Donation Fund report, dated December 12, 2018, was distributed and discussed. Motion by McManus, seconded by Maguire, that the Donation Fund report dated December 12, 2018 be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable report for 11/14/2018-12/12/2018 was distributed and discussed. Motion by Manning,

- seconded by McManus, that the bills for 11/14/18-12/12/18 be accepted as presented. Carried.
- VI. Bills: Donation Fund. The Donation Fund Bills were presented and discussed. Motion by McManus, seconded by Downey, that the bills be accepted as presented. Carried.
- VII. Public Comments. None.
- VIII. Old Business.
- A. Updates
1. Library Construction Grants. Manning reviewed the status of the 2019 construction grant. Van Patten reported that Scott from Cooney is waiting to hear back from the bulb supplier. The work will be scheduled once the supplies have been received. The expected construction project for next year is the parking lot.
  2. Monthly Energy Review. The Annual and Cumulative Monthly Energy Costs were distributed and discussed. Manning reported November 2018 had the highest natural gas usage of any November on record. The total gas usage for November 2018 was 1315 therms. The next highest November usage was 1150 therms, recorded in 1994. This jump in usage is largely attributed to the cold and snowy weather experienced during this past November. If the gas usage starts to trend significantly higher than in years past, the system should be inspected to ensure optimal working order.  
  
The electrical usage was up slightly over last year. Due to the negotiated rate that became effective in May 2018, the total electric cost is still lower than last year.
  3. Fundraiser: Barnes and Noble Book Fair. The Bookfair was held on Saturday, November 24, 2018. The event was well attended, and the Library was gifted a number of items off the "Wish List." The Library's portion of the sales for the day was \$906.48 and the Library received \$1,016 in donated items. The total proceeds for the event were \$1922.48.

B. Long Range Plan 2012-2018. Downey and Maguire reported that the Staff Development Day held on Veteran's Day was very successful. A large portion of staff members were able to complete the required sexual harassment training along with numerous other core competencies and masteries. There are currently five (5) employees who are in need of sexual harassment training. It was suggested that the Library close to the public each year on Veteran's Day and utilize the day for Staff Development. This day is generally one the Public believes the Library to be closed, so has a very low attendance rate. This day is also a school holiday, allowing high-school employees to attend the full day. Van Patten reported Julia is currently taking an online course for staff development and training. She will be implementing the knowledge gained at the Library to help increase the amount and efficiency of training provided. Van Patten also reported they are working with the "Ask A Lawyer" program provided for libraries to develop a "train the trainer" training for sexual harassment. This would allow the library to provide the annual training without the assistance of a third party. The next meeting is scheduled for January 8, 2019 at 11:00 am.

C. Other None.

## IX. New Business

A. Fax Policy. The current Fax Policy is listed in the Director's Report for Board Meeting December 12, 2018. Van Patten reported that a patron recently had a 61 page fax sent. While this is a rare occurrence, it does happen and requires a large amount of staff time. The staff has to stay at the machine to load the pages in smaller increments. The proposal is to add a fee level for larger faxes to help offset the cost of staff time. Motion by McManus, seconded by Maguire to amend the fax pricing as follows: a maximum fee of \$15.00 charged for faxes containing up to 25 pages; a flat fee of \$25.00 charged for faxes containing over 25 pages. Carried.

B. Poster Printing Policy. Van Patten reported the printer is up and working. A couple large format print jobs have already been completed for the Library. Starting in January, Van Patten will be printing in large format a list of events for the month and posting

them in the large windows near the entrance. This idea is currently be utilized by the Liverpool Library. Paper roll is 24" wide. Van Patten borrowed an idea from Liverpool. The cost associated with printing large format documents was discussed. The Library will not advertise the printing availability; however the service will be available if requested. Motion by McManus, seconded by Maguire, to set the large format printing fee at \$0.50 per square foot. Carried.

- C. Other. Manning reported that OCPL has begun a new search for a Director and is having more success than in previous attempts. He also reported they are considering placing metal detectors at the entrances to downtown libraries. This is causing some concern as to who would and how to approach a patron who triggered the alarm. Manning indicated this issue is not unique to libraries in Syracuse. It is something being discussed and dealt with at libraries across the nation.
- X. Directors Report. Van Patten updated the Board on the efforts being made by the various architects and village staff to address the parking lot issue. The Village Code Enforcer has reviewed the parking lot and understands the issues the current set up is causing. He has suggested an option to fix the issue going forward. A number of emails have been exchanged between the Library, King and King, the landscaping architect, the Village Code Enforcer, and Washington Street Partners. The latest emails indicate the desire by Washing Street Partners for a meeting involving all parties to be set up early in the new year (2019). Van Patten indicated that OCPL historically has asked for preliminary grant information by May. Van Patten will reach out to ask for a budgetary estimate from contractors regarding estimated cost to the Library for fixing the parking lot.
- XI. Adjournment. Motion by Downey, seconded by Maguire, that the meeting be adjourned at 8:30p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, January 09, 2019 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary