

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – January 9, 2019

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, 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 12, 2018 meeting. The minutes were distributed and reviewed. McManus noted that the date for the Treasurer's Report: Public Fund was incorrect. The date currently is stated as 09/30/2018, the corrected date is 10/31/2018. Motion by Carpinella, seconded by Downey, to accept the minutes as corrected. Carried.
- III. Treasurer's Report: Public Fund. The Budget Status Report for 07/01/2018 – 11/30/2018 was distributed and discussed. Motion by Carpinella, seconded by Downey, that the Public Fund report as of 11/30/2018 be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report, dated January 09, 2019, was distributed and discussed. Motion by Clarkson, seconded by McManus, that the Donation Fund report dated January 09, 2019 be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable report for 12/12/2018-01/09/2019 was distributed and discussed. Motion by McManus, seconded by Clarkson, that the bills for 12/12/18-01/09/19 be accepted as presented. Carried.

- VI. Bills: Donation Fund. The Donation Fund Bills were presented and discussed. Motion by Clarkson, 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 there has been no change in the status of the construction grant.
 2. Monthly Energy Review. The Annual and Cumulative Monthly Energy Costs were distributed and discussed. The cumulative monthly energy cost and monthly electrical use are 18% lower than the 5-year average. Cumulative electrical use is 23% lower than the 5-year average. Natural gas usage is slightly higher than the 5-year average but is still within normal historical ranges.
- Van Patten reported that during a meeting with Assemblyman Magnarelli she presented the energy use data and discussed how the use of the construction grants has help reduce usage/cost for the Library.
- B. Long Range Plan. BPL Core Competencies were distributed and discussed. Having the Core Competencies laid out in this manner helps to ensure the staff are receiving the appropriate training. Van Patten provided information regarding the upcoming Census (in 2020). The census will be entirely online. This will create some challenges that the Library is working with Assemblyman Magnarelli to address. Specifically, it has been suggested that a portion of the census budget be granted to libraries to augment staffing levels. The additional staff would be able to go to facilities (such as senior centers, community centers, etc.) to assist community members is completing the census online. A suggestion was made at the federal level to put kiosks in Post Offices for community members to utilize. Van Patten has suggested that the Library may be a more appropriate location for this and would have the ability to assist community members with technical issues that the Post Office may not be able to address. The next meeting is scheduled for Friday, February 15, 2019 at 11:00 a.m.

C. Other None.

IX. New Business

A. Schedule Budget Meetings. A budget meeting was scheduled for Thursday, February 7, 2019 at 10:00 a.m. A second budget meeting was scheduled for Thursday, February 15, 2019 at 10:00 a.m.

X. Directors Report. Van Patten updated the Board on the status of the audit at Liverpool Library. The report provided contains a link to view the audit online. The personnel system was discussed, the system does not have an adequate way to track vacation/sick/comp time for staff members. This is attributed to the fact that the system tracks time based on the fiscal year used by educational institutions (July 1 – June 30) and the Library tracks time based on the calendar year (January 1 – December 31). Currently, the Library is tracking time via paper requests, this is resulting in a large amount of paperwork. Switching from calendar year to fiscal year for time tracking was suggested and discussed. This would require careful planning to ensure staff does not lose any of their time off. Van Patten distributed a brochure for a Front Desk Safety & Security training that will be held in downtown Syracuse on March 14th. The State Park passes have been renewed and County Park passes have been given out by the county. These passes are used by Library patrons regularly. Van Patten also reported there are some changes to the New York State Standards that govern the Library's operating policies. These standards will become effective 01/01/2021. The Library is in compliance with most of the new standards. A link to the State website detailing the new standards will be provided to the Board members.

XI. Adjournment. Motion by Downey, seconded by McManus, that the meeting be adjourned at 8:12p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, February 13, 2019 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary