

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – August 14, 2019

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

ABSENT: Mary Lou Carpinella

ALSO PRESENT: Abraham Morelli

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

- I. Disposition of Minutes of July 10, 2019. The minutes were distributed and discussed. Motion by McManus, seconded by Manning, that the minutes be accepted with the inclusion of the June 12, 2019 – June 30, 2019 Bills in Section IX Bills – Public Fund. 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. Van Patten provided the Board with a draft of the Public Fund Accounts. The current status report was discussed by the board. The finalized Treasurer's Report was not available on the date of the meeting.
- IV. Treasurer's Report: Donation Fund. The August 14, 2019 Donation Funds report was distributed and discussed. The account is earning a significantly higher interest rate this term. Motion by McManus, seconded by Downey, to accept the Donation Fund report. Carried.
- V. Bills – Public Fund. The bills for July 10, 2019 to August 14, 2019 were distributed and discussed. Van Patten informed the Board of the replacements needed for the two cooling tower gates. The current gates are from the original building construction and are in need of replacement. One of the two gates is completely rusted through and not able to be securely locked. Van Patten reported that the new gates will be taller to help discourage trespassing in the cooling tower area. Motion by

Manning, seconded by Downey, that the two cooling tower gates be replaced. Carried.

Motion by Manning, seconded by Downey that the bills for July 10, 2019 to August 14, 2019 be accepted as presented. Carried.

- VI. Bills – Donation Fund. The Donation Fund bills were discussed. Motion by Clarkson, seconded by Downey, that the Donation Fund bill be accepted as presented. Carried.
- VII. Public Comments. None.
- VIII. Old Business.

A. Updates

1. Library Construction Grants. King & King has provided a letter detailing the work on the parking lot. The document shows a total cost of \$350,000. The breakdown of the cost is: \$28,000 – Architect fee (required drawings and Request for Proposal package required by New York State), \$22,000 – Continuity Cost (assistance with bid process, vendor selection, and on-site support during construction), \$300,000 – Construction Cost. The document and specified work were discussed. Van Patten will ask if the cost includes an insurance waiver.

Motion by Manning, seconded by McManus, that the Board complete an Environmental Resolution document as required by New York State. Carried.

Motion by Manning, seconded by Downey, that the Board immediately approve \$28,000.00 for King & King to complete the grant package. Carried.

Motion by Manning, seconded by McManus, that the Board approve moving forward on the parking lot repair and resurface project at the current cost estimate of 350,000.00. Carried.

2. Monthly Energy Review. There continues to be a significant downward trend in energy cost. Manning has requested to be included in a benchmarking program to

show how the Library's energy usage compares to other institutions of the same size.

- B. Long Range Plan. Van Patten discussed the status of the community calendar that is currently in development. The Rotary has committed to contributing \$500 towards the start up costs, and \$100 yearly after the first year for costs associated with maintenance and hosting of the calendar.

The fire drills for the year have been scheduled. One fire drill will occur before the opening of the Library. This will allow new staff to learn the procedure before having to guide patrons.

IX. New Business

A. Personnel.

Motion by McManus, seconded by Manning, that the Board appoint the personnel per the Director's report for
 Mary Diamond, Page, \$11.10 an hour effective 7/22/19
 Taylor Savage, Page, \$11.10 an hour effective 7/22/19
 Jack Ramin, Page, \$11.10 an hour effective 7/22/19
 Aubrey Hemund, \$11.10 an hour effective 7/22/19
 Sheng Huang, Page, \$11.10 an hour effective 8/12/19
 Kassidy Muhl, Page, \$11.10 an hour effective 9/1/19.
 Carried.

Motion by McManus, seconded by Clarkson, that the Board accept the resignations per the Director's report for
 Maria Ragonese, Page, effective 7/30/19
 Brianna Ragonese, Page, effective 7/30/19
 Matthew Barron, Page, effective 7/31/19.
 Carried.

- B. Gate/Railings. The gates for the cooling towers were discussed in Section V – Bills Public Fund.
- C. Cyber Insurance. Van Patten provided an update on the status of the OCPL systems after the July 23, 2019 cyber attack. Van Patten reported that a number of systems have come back online and OCPL and their insurance agent are working to get the remaining systems online as quickly as possible. Baldwinsville Library has

completed all check-ins and has been calling patrons to notify them when holds are available. Van Patten provided the Board with a quote for cyber insurance. The quote was discussed and Van Patten will inquire if an agent can come talk to the Board regarding the specifics of the proposed cyber insurance plans.

- D. Sick/Family Leave. The current sick time policy was discussed and compared to sick time policies at other local libraries and school districts. The Board asked Van Patten to provide a motion at the next Board meeting amending the policy to allow 2 days to be used for care of an immediate family member in certain situations.
- X. Director's Report. Van Patten requested the November meeting be rescheduled due to conflict with the annual NY Library Association conference. The Board agreed to move the meeting to Wednesday, November 6, 2019 at 7:30 p.m.

The current struggles facing libraries nationwide regarding providing social workers was discussed. Van Patten stated that OCPL will have social workers in 3 of their branches.

- XI. Adjournment. Motion by Downey, seconded by Aitken, that the meeting be adjourned at 9:14 p.m. Carried. The next Board meeting will be held on Wednesday, September 11, 2019 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary