

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

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – February 13, 2019

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

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

ALSO PRESENT: Abe Morelli

The Board 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 of library matters.
- II. Disposition of Minutes of January 9, 2019 meeting. The minutes were distributed and reviewed. Motion by McManus, seconded by Downey, to accept the minutes as corrected. Carried.
- III. Treasurer's Report: Public Fund. The Budget Status Report for 07/01/2018 –12/31/2018 was distributed and discussed. Motion by Downey, seconded by McManus, that the Public Fund Report as of 12/31/2018 be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund Report, dated February 13, 2019, was distributed and discussed. Motion by Downey, seconded by McManus, that the Donation Fund Report dated February 13, 2019 be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable Report for 1/9/2019-02/13/2019 was distributed and discussed. Motion by McManus, seconded by Downey, that the bills for 1/9/19-02/13/19 be accepted as presented. Carried.
- VI. Bills: Donation Fund. No bills.
- 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. No Report.

B. Long Range Plan. No report.

C. Other None.

IX. New Business

- A. Credit Card: The Board moved that Margaret Van Patten be listed as the Privileged Authorized Representative for the library credit card account. Further moved that the following names be listed as cardholders on the Baldwinsville Public Library credit card account:

Margaret Van Patten, credit limit \$2,000

Nancy Howe, credit limit \$1,500

Julia Schult, credit limit \$1,500

Robert Loftus, credit limit \$1,500

Diane Holbert, credit limit \$1,500

Meghin Roberts, credit limit \$1,500

Suzanne McCarthy, credit limit \$250

Emily Maccone, credit limit \$250

Further moved that Corrinne Kushner, Marilyn Laubacher and Rebecca Mounce's names be removed from the account. Motion by McManus, seconded by Downey, that the above resolution be passed.

- B. Written By-Laws: The Board moved that the By-Laws wording in Article VII: Section A be amended as follows:

Article VII – Gifts

In all cases the Library reserves the privilege of deciding whether or not the acceptance of the gift is appropriate.

Section A – Money Gifts

All gifts of money shall be recorded by the Donation Fund Treasurer giving the name of the donor, date and amount. These monies shall be deposited in the Donation Fund Account by the Donation Fund Treasurer and will be dispersed at the discretion of the Board.

Motion by McManus, seconded by Downey, that the By-Law wording be changed.

- X. Directors Report. The LEDs have been installed. A problem developed with the bar code scanners as a result of the LEDs. The scanners have been covered with paper to resolve the problem. The lights under the cabinets in the workroom and staff breakroom will be replaced with new fixtures.

- XI. Adjournment. Motion by Downey, seconded by McManus, that the meeting be adjourned at 8:22 p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, March 13, 2019 at 7:30 p.m.

Respectfully submitted.

Craig Maguire,
Secretary Pro-Tem

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – March 13, 2019

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

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

ALSO PRESENT: Abraham Morelli

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

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members on library matters.
- II. Disposition of Minutes of February 13, 2019 meeting. 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 Budget Status Report for 07/01/2018 – 01/31/2019 was distributed and discussed. Van Patten will get clarification on the funds listed in account 631.TA – Due to other Funds-TA. Motion by McManus, seconded by Clarkson, that the public fund report for 07/01/2018 – 01/31/2019 be accepted pending the explanation of the funds in account 631.TA. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report was distributed and discussed. Motion by Clarkson, seconded by Downey, that the Donation Fund report as of March 13, 2019 be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Payable report for February 13, 2019 through March 13, 2019 was distributed and discussed. Motion by Clarkson, seconded by Downey, that the reports 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 Myriad was able to complete the LED replacements.
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. The committee is investigating the possibility of creating a welcome packet for new residents. One of the items to come out of the recent community forum was the need for a community calendar, which is also being discussed. The next committee meeting will be held on April 23rd.

C. Annual Budget Vote and Trustee Election.

1. The Public Information Meeting date has been set for Wednesday, April 10, 2019 at 7:25 p.m.
2. The petitions are being signed and will be filed at the School District Office.

IX. New Business

A. Budget. A proposed budget for fiscal year ending June 30, 2020 was distributed.

Motion by McManus, seconded by Clarkson, to enter executive session. Carried.

Motion by McManus, seconded by Downey, to adjourn the executive session.

Revised budget numbers were presented and discussed. The proposed budget reflects increases in wages commensurate with minimum wage increases. Motion by McManus, seconded by Downey, to accept the budget as proposed. Carried.

- B. Budget Presentation to the Public. The budget will be presented at the April 10, 2019 information session. Printed copies of the budget summary will be available prior to that date.

- C. Tax Cap Update. The proposed budget is within the tax cap.

- D. Election and Public Strategy. Van Patten reported the election machines and the company to move them (Brown and Brown) have been reserved. Election workers have been scheduled. The Election Inspectors' Salaries will be discussed at the next Board meeting.

- E. Annual Report. The annual report to New York State was distributed to the Board. Motion by McManus, seconded by Downey, to approve the annual report to New York State. Carried.

- F. Personnel. Motion by Clarkson, seconded by Downey, to dismiss Sarah DiSanto, Page, effective February 14, 2019. Carried.

- G. OCPL Director Search. Van Patten provided an update on the OCPL Director Search. The Suburban Library Directors were not represented on the search committee. The Suburban Library Directors were able to meet briefly with each of the top two candidates selected by the search committee. Overall impressions of the candidates and a recommendation to fill the OCPL Director position was provided to the search committee.

- H. Memorandum of Understanding. Van Patten reported the memorandum is due to be updated. The current document is out of date and there are a number of concerns. Van Patten is on the committee working to update the memorandum.

I. Other.X. Director's Report

Van Patten reported that this year marks 25 years in the building.

Van Patten was contacted by the Natural Resources Coordinator from Cornell University. They will come and trim the trees around the Library at no charge.

Van Patten circulated examples of bookmarks created by Megan as part of the "1,000 books before Kindergarten" initiative.

XI. Adjournment

Motion by McManus, seconded by Downey, that the meeting be adjourned at 8:54 p.m. Carried.

The next regular Board meeting will be held on Wednesday, April 10, 2019 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 8, 2019

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

ALSO PRESENT: Abraham Morelli

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 April 10, 2019 meeting. The minutes were distributed and discussed. Motion by McManus, seconded by Clarkson, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report : Public Fund. The Public Fund Report for Cycle 09; Post Dates From 07/01/2018 To 03/31/2019 was distributed and discussed. Motion by McManus, seconded by Downey, that the Public Fund Report as of March 31, 2019 be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund Report from May 8, 2019 was distributed and discussed. Motion by Clarkson, seconded by Downey, that the Donation Fund report as of May 8, 2019 be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Payable Report for April 10, 2019 through May 8, 2019 was distributed and discussed. Motion by Manning, seconded by Maguire, 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. The grant for 2018 should be awarded soon. King and King is completing the application package for the parking lot repairs. During a meeting regarding the parking lot issue, it was determined the best course of action may be to create a system that would drain the water from the adjacent lot owned by Washington Street Partners via an underground piping system that would connect to the drain in the lot owned by the Library. Washington Street Partners would be responsible for that portion of the expenses. Van Patten has requested speed bumps to be incorporated in the asphalt. Incorporating the speed bumps would eliminate the need for holes in the tarvia and would not be an issue for the snow plow. The plans will be available for review this summer.

2. Monthly Energy Use Review. The projected Annual Energy Cost is around is \$28,000. This amount is down drastically from a few years ago when the annual cost was approximately \$50,000. Manning will compare the historical natural gas prices and research the possibility of joining the BOCES group for natural gas. November 2018 showed the largest natural gas usage for a November on record. This is attributed to the weather pattern in November being more indicative of winter than fall.

B. Long Range Planning Committee. The committee is working on a Long Range Plan. They continue to make efforts toward coordinating a community calendar. An email was sent to the stakeholders to gather additional requirements. The School District will no longer be participating in the community calendar.

C. Annual Budget Vote and Trustee Election.

1. Election Results.

Budget Vote

Yes	- 143 Votes
No	- 16 Votes
Total	- 159 Votes

Budget Passed

5-Year Term for Seat held by Linda Clarkson

Candidate Linda Clarkson - 154 Votes
 Write-In Jean Smith - 1 Votes
 Write-In Vickie Meade - 1 Votes
 Write-In Christine Rydningen - 1 Votes

Linda Clarkson is re-elected to the Board

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 Carpinella, seconded by Clarkson. Carried.

B. Adjustment of Salaries Effective July 1, 2018. The Fiscal Year 2018/2019 salary adjustments vote was moved to the June 12, 2019 meeting.

C. Appoint Nominating Committee. Robert Manning and Craig Maguire have been appointed to the Nominating Committee.

D. Personnel. Motion by McManus, seconded by Downey, that the Board accept the resignation of Aiden Miller, Page, as of April 25, 2019. Carried.

Motion by Carpinella, seconded by McManus, that the Board accept the retirement of Valerie Chism as Young Adult Services Librarian 2 effective June 30, 2019. Carried.

Motion by Carpinella, seconded by Downey, that the Board appoint part-time Librarian Dania Soud from the Librarian I Civil Service List effective May 8, 2019, at \$19.00 per hour until July 1, 2019 at which time she will become the full-time Young Adult Services Librarian at an annual salary of \$43,000. Carried.

Motion by Maguire, seconded by McManus, that the Board appoint Jackie Owens as Librarian I, to work 4 hours per day, 2 days per week, effective July 1, 2019, at \$19.00 per hour. Carried.

X. Director's Report

The Spring book sale was the best in the past 3 years, with sales totaling \$7,404.80. Salvation Army has picked up the remaining books. Van Patten reported that the policies regarding smoking will need to be updated to include vaping per new state requirements. She has reached out via the Ask a Lawyer program to get clarification on the distance requirements. Van Patten provided a list of State required policies and information regarding steps the Library must take to be in compliance. Van Patten informed the Board of an incident that occurred on April 22, 2019 involving drug use/dealing. She has requested the names and addresses of the two parties involved and will be sending them a letter informing them they have been banned from the library.

The Ruth Connell award will be held on May 29th, 2019. Set up will begin on May 28th, 2019 at 3:00 p.m.

- XI. Adjournment. Motion by Downey, seconded by Maguire, that the meeting be adjourned at 8:22 p.m. Carried. The next regular Board meeting will be held on Wednesday, June 12, 2018 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – June 12, 2019

PRESENT: Mary Lou Carpinella, Linda Clarkson, Susan Downey, Craig Maguire, Edward McManus, Margaret Van Patten, Library Director;

ABSENT: Barbara Aitken, President; Robert Manning, Vice-President; Krista Wells, Secretary

ALSO PRESENT: Abraham Morelli

The Board meeting was called to order by Past President McManus 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 May 8, 2019 meeting. The minutes were distributed and discussed. Motion by Downey, seconded by Clarkson, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report: Public Fund. The Public Fund Report for Cycle 10; Post Dates From 07/01/2018 To 04/30/2019 and Cycle 11; Post Dates From 07/07/2018 to 05/31/2019 were distributed and discussed. Motion by Maguire, seconded by Downey, that the Public Fund Reports as of April 30, 2019 and May 31, 2019 be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund Report from June 12, 2019 was distributed and discussed. Motion by Clarkson, seconded by Downey, that the Donation Fund report as of June 12, 2019 be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Payable Report for May 8, 2019 through June 12, 2019 was distributed and discussed. Motion by Carpinella, seconded by Clarkson, that the report be accepted as presented. Carried.
- VI. Bills: Donation Fund. The Donation Fund Bills were presented and discussed. Motion by Downey, seconded by Maguire that the bills be accepted as presented. Carried.

VII. Public Comments. None.

VIII. Old Business

A. Updates

1. Library Construction Grants. King and King is completing the application package for the parking lot repairs. The portion of expenses that Washington Street Partners would be responsible for needs to be broken out of the total estimate. Manning has notified OCPL that Baldwinsville Library will be filing for a 2019 Construction Grant. The amount of money available this year is less due to that fact that there are fewer available funds. The match may be 50% or less.
2. Monthly Energy Use Review. Due to the LED lights and the BOCES rate. Our energy costs are down.

B. Long Range Planning Committee. The committee is working on a Community Calendar using the Google option. A Community Conversation is planned for October to assess the Baldwinsville communities' needs with the goal of updating the Library's long-range plan.

C. Adjustment of Salaries Effective July 1, 2019. 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.

IX. New Business

- A. Report of Nominating Committee.
Craig Maguire, President
Linda Clarkson, Vice-President
Tim Lynch, Public Funds Treasurer
Abraham Morelli, Donation Fund Treasurer
Krista Wells, Secretary
Rosemary Bucci, Attorney

B. Set Next Budget Vote Date. The Fiscal Year 2020-2021 Budget Vote date has been set as April 23,2020.

C. Insurance Policy. No policy changes. Motion by Carpinella, seconded by Downey, that the Board accept the renewal of the insurance policy. Carried.

X. Director's Report

Van Patten shared the Memorandum of Understanding Committee's concerns regarding fees for system services. The committee has asked OCPL to share a list of budgeted salaries for system employees. In addition the Committee is interested in knowing how other systems calculate member charges.

A Policy Review Committee, comprised of Carpinella, Clarkson, Van Patten and Nancy Howe, will review the library's policies, including the revisions needed for the smoking policy, as they relate to the NYS Public Library Minimum Standards. The Committee will make recommendations to the board.

XI. Adjournment. Motion by Clarkson, seconded by McManus, that the meeting be adjourned at 8:50 p.m. Carried. The next regular Board meeting will be held on Wednesday, July 10, 2019 at 7:30 p.m.

Respectfully submitted.

Craig Maguire

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – July 10, 2019

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

ABSENT: Robert Manning, Mary Lou Carpinella

ALSO PRESENT: Abraham Morelli

- I. The Board meeting was called to order by Secretary Wells at 7:38 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. Trustee-elect Clarkson signed the Oath of Office.
- IV. Report of the Nominating Committee and Election of Officers. Downey provided the Board with the Nominating Committee's report. Craig Maguire for President and Linda Clarkson for Vice President. No additional nominations were made. Motion by McManus, seconded by Downey that Craig Maguire be elected President and Linda Clarkson be elected Vice-President. Carried.
- V. Organizational Details
 - A. Monthly Meeting Night. Motion by Clarkson, seconded by Downey to set the regular monthly meeting night as the second Wednesday of the month. Carried.
 - B. Official Newspaper. Motion by Downey, seconded by McManus to set the official newspaper as the Messenger. Carried.
 - C. Appoint Public and Donation Fund Treasurers.
 1. Motion by Downey, seconded by McManus to appoint Tim Lynch as Public Fund Treasurer. Carried.
 2. Motion by Downey, seconded by McManus to appoint Abe Morelli as Donation Fund Treasurer. Carried.
 - D. Appoint Secretary. Motion by Clarkson, seconded by Downey to appoint Krista Wells as Secretary. Carried

- E. Attorney. Motion by Downey, seconded by Aitken to appoint Rosemary Bucci as Attorney. Carried.

Secretary Wells turned the meeting over to President Maguire.

- VI. Disposition of Minutes of June 12, 2019 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 official Public Fund report has not been completed yet. Van Patten was able to print out current reports. These reports were distributed and discussed.

Motion by McManus, seconded by Downing to move the following funds:

TRANSFER TO	AMOUNT	TRANSFER FROM
7410-450-33-0000 Office Supplies	\$610	7410-462-33-0000 Books
7410-460-33-0000 Programming	\$750	7410-462-33-0000 Books
7410-460-33-0512 Recordings	\$20	7410-462-33-0000 Books
7410-460-33-0513 Serials	\$575	7410-462-33-0000 Books
9060-800-33-0000 Health Ins	\$5,000	9010-800-33-0000 Retirement
9060-800-33-0000 Health Ins	\$1,000	9040-800-33-0000 Workers Comp

to cover 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 2.25%. The CD is for one (1) year. Motion by Clarkson, seconded by Downey 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, 2019 to July 10, 2019 were distributed and discussed. Motion by Clarkson, seconded by Downey that the bills for July 1, 2019 to July 10, 2019 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 reported that a breakdown of the parking lot construction work has been requested. This breakdown will show what portion of the work Washington Street Partners should cover. There are no other updates at this time.
2. Monthly Energy Review. There continues to be a significant downward trend in energy usage.

B. Long Range Plan. Van Patten discussed the status of the community calendar that is currently in development.

C. Other. None.

XIII. New Business

A. Petty Cash – Postage Asset Account. Motion by Downey, seconded by McManus that the Petty Cash and Postage Asset Accounts both be set up with \$200. Carried.

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

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

D. Encumbrances. None.

E. Personnel.

1. Motion by Clarkson, seconded by Downey, that the Board appoint Anna Dobkowski as part-time Library Assistant at her current salary effective July 10, 2019. Carried.
2. Motion by Downey, seconded by Clarkson that the Board appoint Susan Hourihan as Page at \$11.10 per hour, effective June 24, 2019 and Serena Schaeber as Page at \$11.10 per hour, effective June 27, 2019. Carried.

3. Motion by McManus, seconded by Downey that the Board accept the resignation of Elisabeth Johnson, Substitute Librarian, effective July 1, 2019. Carried.
4. Motion by Downey, seconded by Clarkson that Nancy Howe be promoted to Assistant Director II, at her current salary, effective August 1, 2019. Carried.

F. Emergency Contacts. The emergency contacts, in order of contact, are Craig Maguire, Julia Schult, Sharon Burton and Ed McManus.

- XIV. Directors Report. Van Patten reported that the library will be at the Elden Elementary School playground build providing assistance. The Board discussed the possibility of assisting with the McNamara School playground build.
- XV. Adjournment. Motion by Downey, seconded by Clarkson that the meeting be adjourned at 8:24 p.m. Carried. The next Board meeting will be held on Wednesday, August 14, 2019 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

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

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – September 11, 2019

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

ABSENT: None

ALSO PRESENT: Abraham Morelli, Donation Fund Treasurer; Joe Morelli, Utica National Insurance Group

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

- I. Disposition of Minutes of August 14, 2019. The minutes were distributed and discussed. Motion by Clarkson, seconded by Downey, that the minutes be accepted as amended. 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.

OCPL Cyber Attack Update. Van Patten shared information she received at the System Retreat September 10. Multi State Analysis Co. offers cyber coverage for government entities such as BPL at no additional fee. Van Patten has information on that plan and is looking into additional coverage for the library through MSAC. Monthly statistics for the library are not accurate due to the cyber-attack. OCPL will provide a monthly update on restoration efforts. OCPL email has not been restored due to the County's concern about security issues.

Presentation by Joe Morelli on Cyber Insurance. Mr. Morelli, an agent of the Utica National Insurance Group presented information on cyber insurance and what types of coverage his plans can offer. Although the Board needs further discussion on insurance there was a motion by Manning, seconded by Carpinella, to purchase a \$167.00 insurance policy that will cover the library up

to a \$100,000 loss. Motion passed 4 – 2. The Board asked Van Patten to research other options either with the Baldwinsville School District or Onondaga County for cyber insurance coverage.

- III. Treasurer's Report: Public Fund. The Budget Status Report for 7/1/18-6/30/19 were distributed and discussed. Motion by Clarkson, seconded by Downey, that the Public Fund Report as of 6/30/19 be accepted as presented.

The Budget Status Report as of July 31, 2019 was distributed. Because the report has not been finalized and currently contains discrepancies approval was tabled.

- IV. Treasurer's Report: Donation Fund. The September 4, 2019 Donation Funds report was distributed and discussed. Motion by McManus, seconded by Carpinella, to accept the Donation Fund report. Carried.

- V. Bills – Public Fund. The bills for August 14, 2019 to September 11, 2019 were distributed and discussed. Motion by McManus, seconded by Manning, that the bills for August 14, 2019 to September 11, 2019 be accepted as presented. Carried.

- VI. Bills – Donation Fund. No bills.

- VII. Public Comments. None.

- VIII. Old Business.

A. Updates

1. Library Construction Grants. The quoted total cost of the parking lot replacement and repair is \$350,000 and would be paid 60-75% by the proposed grant. The rest of the cost will be covered by the library.

2. Monthly Energy Review. There continues to be a significant downward trend in energy cost. We are experiencing our lowest energy costs for the building.

- B. Long Range Plan. A survey has been sent out to community leaders to participate in a community meeting in October.

C. Sick Leave Policy. The proposed policy revision:

All full-time employees may use up to two sick leave days per year for illness in the employee's immediate family and for health-related appointments of either the employee or the employee's immediate family. "Immediate family member" includes only parent, grandparent, sibling, spouse, domestic partner, child.

Part-time employees working:

30-36 hours per week, may use up to 12 hours per year for immediate family illness;

24-29 hours per week, may use up to 10 hours per year for immediate family illness;

19-23 hours per week, may use up to 8 hours per year for immediate family illness;

15-18 hours per week, may use up to 6 hours per year for immediate family illness;

was reviewed. Motion by McManus, seconded by Downey, to accept the new sick leave policy. Carried.

IX. New Business

A. Personnel.

Motion by McManus, seconded by Downey, that the Board accept the resignation of Amanda DeVecchio, Page, effective 8/19/19 and Anthony DeVecchio, Page, effective 8/21/19. Carried.

X. Director's Report. The Memorandum of Understanding with the county is still in process.

XI. Adjournment. Motion by Downey, seconded by McManus, that the meeting by adjourned at 9:32 p.m. Carried. The next Board meeting will be held on Wednesday, October 9, 2019 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Linda Clarkson, Secretary Pro-tem

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

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

ABSENT: Linda Clarkson, Mary Lou Carpinella

The Board meeting was called to order by President Maguire 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.

Presentation by Jeanne Morelli on Cyber Security. Ms. Morelli spoke with the Board regarding the recent cyber attack that effected the Onondaga County Public Library (OCPL) system. Ms. Morelli provided an update on the status of the OCPL recovery efforts and steps institutions should take to protect against such attacks.
- II. Disposition of Minutes of September 11, 2019 meeting. The minutes were distributed and reviewed. Motion by Manning, seconded by McManus that the minutes be accepted as corrected. Carried.
- III. Treasurer's Report: Public Fund. The Budget Status Reports for 07/01/2019 – 07/31/2019 and 07/01/2019 – 08/31/2019 were distributed and discussed. Manning will inquire with OCPL regarding compensation for lost funds directly related to the recent cyber attack. Motion by McManus, seconded by Downey, that the Public Fund reports for Cycle 1 - 07/31/2019 - 07/31/2019 and Cycle 2 – 07/31/2019 – 08/31/2019 be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report was distributed and discussed. Abe Morelli reminded the Board about the restricted funds still available. Van Patten will look into appropriate ways to utilize those funds. Motion by Downey, seconded by Aitken that the Donation Fund report for September 2019 be accepted as presented. Carried.

- V. Bills: Public Fund. The Public Fund Bills Payable report for 9/11/2019-10/9/2019 was distributed and discussed. Van Patten reported that the initial half of the King and King payment has been included for payment. Van Patten also reported that a separate account code has been created for the parking lot construction project. Motion by Manning, seconded by Downing that the bills for 9/11/19-10/9/19 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 2020 grant has been submitted online. It is currently awaiting approval by OCPL and then will be forwarded to the State. Initial discussions imply the parking lot repair and update will be funded 75% by the construction grant with a 25% match by the Library. The status of the grant and work to be completed was discussed. The work will not start until the grant has funded.
 2. Monthly Energy Review. The total energy usage for last fiscal year was the lowest it has even been in the current building. This year is trending similar to last year.

Natural Gas usage is on trend with previous years. Manning suggested looking at the water heater. It may need to be replaced depending on the age. If replaced, the library may see savings from increased efficiency.
 3. Fundraiser: Barnes and Noble Book Fair. The Book Fair will be held on November 30, 2019. A planning meeting will be set up between Board members and Jim Robinson, Barnes and Noble Store Manager.
- B. Long Range Plan 2012-2018. A Community Conversation is scheduled for Saturday, October 12, 2019 from 10a – 4p at the Baldwinsville Public Library.
- C. Parking Lot Update See notes in Library Construction Grants

D. OCPL Cyber Attack Update See update provided by Jeanne Morelli at beginning of minutes.

IX. New Business

A. Personnel Changes. None

X. Directors Report. Van Patten requested a change in the charges for faxing internationally. Recently, two international faxes were made that ended up costing the Library more than was brought in from the fees. After a review of the current fee schedule, Van Patten is requesting a \$20 fee for international faxes, with the exception of Mexico and Canada which will remain at the currently \$10 fee. There is no change to domestic fees requested. Motion by Manning, seconded by Downey, that the international fax fee be set to \$20 for all international countries other than Mexico and Canada. Carried,

XI. Adjournment. Motion by Manning, seconded by Downey that the meeting be adjourned at 9:18p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, November 6, 2019 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – November 6. 2019

PRESENT: Craig Maguire, President; Barbara Aiken, Linda Clarkson, Mary Lou Carpinella, Susan Downey, Edward McManus, Abe Morelli, Donation Fund Treasurer; Margaret Van Patten, Library Director; Elizabeth Brainerd, Acting Secretary

ABSENT: Robert Manning, Vice-President;

The Board meeting was called to order by President Maguire at 7:42 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 October 9, 2019 meeting. The minutes were distributed and discussed. Motion by Clarkson, seconded by Downey, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report: Public Fund. VanPatten explained a fee that had been charged to the library's NBT bank account because of an overdraft which resulted from a delay in money being deposited by the school district's treasurer. After discussions with the bank and district treasurer, the overdraft charge was ultimately removed. It was decided that in the future all bills will be presented to the district treasurer before payment so that the appropriate funds can be deposited in the account prior to payment of the bills. Motion by McManus, seconded by Downey, that future bills will be presented to the district treasurer before payment.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report was distributed and discussed. Motion by Downey, seconded by Clarkson that the report be accepted as presented. Carried.
- V. Bills: Public Fund. The Bills Payable Report for 10/19/19-11/06/19 was presented and discussed. Motion by Clarkson, seconded by Downey, that the report be accepted as presented. Carried.
- VI. Bills: Donation Fund. No bills were presented.
- VII. Public Comments. None
- VIII. Old Business
 - A. Updates`
 1. Library Construction Grants. VanPatten read the reports submitted by Manning. It was agreed that the Board would attempt to schedule a meeting with King & King, Architects in November or December to review the construction plans. It was decided

that VanPatten would attempt to schedule the meeting for Tuesday, November 19th at 10 a.m., with Thursday, November 21st at 11 a.m. as a back-up date.

2. Monthly Energy Review. The National Grid information was not available so the reports were not submitted at this time.

3. Fundraiser: Barnes and Noble Book Fair. The plans and schedule of events for the book fair were discussed. VanPatten advised that the staff is preparing a “wish list” of books and items for patrons to purchase for the library. It was agreed that the planning committee will meet with Barnes and Noble Manager Jim Robinson on Monday, November 18th at 11 o’clock.

B. Long Range Plan 2012-2018. No meeting has been held to date. It was decided the meeting will be held after the first of next year.

C. OCPL Cyber Attack Update. There was discussion on OCPL’s previous cyber attack. Maguire asked how the library can protect against it, whether the library has a back up plan, and whether someone needs to be trained. VanPatten advised that Utica National is the library’s cyber security carrier. Julia Schultz is attending the digital inclusion meetings and will report back to the library with recommendations and suggestions for cyber security and the use of digital inclusion. Information relating to the census will be included.

IX New Business

A. Holiday Schedule. The proposed 2020 library holiday schedule when the library would be closed, together with a proposed staff training day on November 11, 2020 when the library would also be closed was presented by VanPatten and discussed. The holiday schedule follows the 2019 schedule. McManus suggested that the staff training day be independently noted and not included as part of the holiday schedule. It was agreed that the library will be closed for the staff training day on November 11, 2020 and be specifically designated as a staff training day. Motion by McManus, seconded by Carpinella that the 2020 library holiday schedule be approved as modified. Carried.

B. Director’s Report. VanPatten asked the Trustees for approval to spend library funds for Christmas presents for individuals who have aided the library throughout the year. Motion by Carpinella, seconded by Clarkson, that the Director be allowed to purchase gift cards or other appropriate gifts for no more than \$50.00 each from the Donation Fund for the board secretary, Sylvia Scharlatt, Mary Crego, Abe Morelli and Leslie Morelli, all who provide the library with a great deal of their time and effort.

VanPatten described the various programs that will be presented at staff development day training. She also advised the status of the Backback Kits and how that program is

being handled. The BPL has 6 of the kits. She advised the Board that Suzanne McCarthy was a recipient of the Rotary's Pride of Excellence award and explained how recipients are chosen. She advised the library is working on a self checkout system.

- XI. Adjournment. Motion by Downey, seconded by McManus that the meeting be adjourned at 8:46 p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, December 11, 2019 at 7:30 p.m.

Respectfully submitted,

Elizabeth Brainerd, Acting Secretary

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

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

ABSENT:

ALSO PRESENT: Abraham Morelli

The Board meeting was called to order by President Maguire at 7:38 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 4, 2019 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 Budget Status Report for 07/01/2019 – 11/30/2019 was distributed and discussed. Van Patten informed the Board that the negative amount in the Recordings budget line would increase throughout the remainder of the fiscal year. She explained this is due to the way the funds are encumbered on purchase orders and at the end of the year, unused funds from purchase orders will be released and the budget line will show the actual spend for the year. Motion by Clarkson, seconded by Downey that the Public Fund report as of 11/30/2019 be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report, dated December 11, 2019, was distributed and discussed. Motion by McManus, seconded by Downey that the Donation Fund report dated December 11, 2019 be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable report for 11/06/2019-12/11/2019 was distributed and discussed. Van Patten reported that the bill for the shades from Melanie Rudolph was to be removed due to a deficit in funds. Motion by Manning, seconded by Carpinella that the bills for 11/06/19-12/11/19 be accepted as presented. Carried.

- VI. Bills: Donation Fund. The Donation Fund Bills were presented and discussed. Motion by Maguire, seconded by Manning 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 2020 construction grant. The total 2020 construction grant totals \$385,000.00. The grant will cover 75% of the cost (\$288,000.00) and the library will be responsible for the remaining 25% match (\$96,000.00). The parking lot updates will include two electric vehicle charging stations and three removable speed bumps. The work is projected to take around 4 weeks. The timeframe may change based on how much of the parking lot can be available for construction at a time. Options were discussed for how to continue operations while the construction is underway. Manning spoke with Scott from Cooney regarding the 2021 construction grant. Scott recommended replacing the cooling tower.
 2. Monthly Energy Review. The Annual and Cumulative Monthly Energy Costs were distributed and discussed. Manning reported November 2019 had above average natural gas usage. This is attributed to the below average temperatures experienced during November.

The electrical usage continues to trend lower than the 5 year average. This is attributed to the completion of the LED lighting projects.
 3. Fundraiser: Barnes and Noble Book Fair. The Bookfair was held on Saturday, November 30, 2019. 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 has not been finalized, but it is projected to be higher than last year.

B. Long Range Plan 2012-2019. Downey reported that the committee is working on cleaning old/unused props and decorations out of the basement. New employees will be getting a tour of the basement to familiarize them with the location of the exits and assistance areas. Van Patten reported the next Community Conversation will be scheduled in April. They are in the process of finalizing the date. The next meeting is scheduled for January 9, 2019 at 10:00 am._

C. Other None.

IX. New Business

A. Personnel Changes. Motion by McManus, seconded by Downey that the Board:

- Appoint Rachel Pierce, Page, at \$11.10 an hour effective 11/12/2019.
- Appoint Lauren Shaler, Page, at \$11.10 an hour effective 11/12/2019.
- Accept the resignation of Galen Theus Jr., Page, effective 11/8/2019.
- Accept the resignation of Anthony Gravante, Page, effective 11/30/2019.

Carried.

Motion by McManus, seconded by Manning to raise the hourly rate of all pages from \$11.10 to \$11.80 effective 12/31/2019. Carried.

B. Tax Cap Resolution. Motion by McManus, seconded by Downing 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, 2020 – June 30, 2021 fiscal year, the tax levy limit imposed by municipal law section 3-c(3).”

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

C. Other. Van Patten informed the Board of an incident that occurred at the Library Book Sale in November. There was an altercation between two parties after one party attempted to claim

an entire box of books under a table. One of the persons involved spit on and chest bumped the other. The Library received a letter stating the point of view of one of the parties involved. This incident, security footage, and letter were discussed by the Board. No action will be taken against either party. Options were discussed for handling anyone trying to control a large portion of the book sale inventory in the future.

- X. Directors Report. Van Patten updated the Board on the status of repairs at the library. One of the drinking fountains is in need of replacement. A water fountain with bottle filling station will be installed. A part to fix the heat pump is expected in by the end of the week. Van Patten reported that OCPL is considering going totally fine free. The various benefits and challenges of fine free were discussed.

Van Patten updated the Board on the status of the Memorandum of Understanding. There will be another meeting in January. The suburban library directors are hoping to get a breakdown of what percentages of funds are being used to provide the various system services.

OCPL has hired a new Executive Director and he will start January 7, 2020. He currently is located in Yonkers and has earned a NYLA award.

- XI. Adjournment. Motion by McManus, seconded by Manning that the meeting be adjourned at 9:16 p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, January 08, 2020 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary