

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – January 13, 2016

PRESENT: Barbara Aitken, President; Linda Clarkson, Carlo Cuccaro, Ed McManus, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary

ABSENT: Susan Downey, Bruce King, Robert Manning.

The meeting was called to order by President Aitken at 7:30 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members or library matters.
- II. Disposition of Minutes of December 10, 2015 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 November 30, 2015 was distributed and discussed. Motion by Clarkson, seconded by Cucarro, that the report be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund Report was distributed and discussed. Motion by Cuccaro, seconded by Clarkson, that the report be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Payable Report for January, 2016 was presented and discussed. Motion by McManus, seconded by Cuccaro, that the January 2016 Public Fund payable report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$22,835.44. Carried.
- VI. Bills: Donation Fund. The Donation Fund bills for January, 2016 were presented and discussed. They included children's books at a donator's request and Christmas gift cards for volunteers. Motion by Clarkson, seconded by McManus, that the January 2016 Donation Fund bills be paid in the total amount of \$200.00.
- VII. Public Comments – None.

## VIII.

## Old Business

A. Updates

1. Library Construction Grants. Van Patten reported that she, Manning, McManus and Aitken had met with BSD personnel to discuss the possible installation of solar panels on the new roof. Gregg Dailey will work with them on the feasibility of the project, including evaluation of the roof structure, the identification of potential contractors, and the possibility of grants to help finance the project. Manning has reported he feels the project will be eligible for construction grants. Discussions are in the early stage. Manning commented that whether the solar panels could be considered for the new roof depends somewhat on the timing of when the roof is installed, whether in the summer of 2016 or the next year in 2017. Van Patten reported that Rotary will meet at the library on February 2<sup>nd</sup> and there will be a program concerning the school district's vote at that time.

2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed.

3. Solar Panels. Covered under construction grants above.

B. Board Goals for 2015-2016. The goals were distributed and discussed. It was felt that the goals were being successfully developed and further action on the goals should be continued. Motion by Cuccaro, seconded by McManus, that the Board goals for 2015-2016 be a continuation of the goals of 2014-2015. Carried.

C. Long Range Plan. No report. Van Patten reported that a meeting is scheduled.

D. Audit. Aitken advised she had been unable to meet with Attorney Rosemary Bucci during December, but will do so before the next meeting to finish the response to the audit recommendations.

E. Barnes & Noble Book Fair. Van Patten reported the library had received gift cards in the amount of \$2,620.42 from Barnes & Noble and that books, totaling \$970.00, were donated.

F. Budget Vote. The options for conduct of the April budget vote were discussed. The issue is that the old voting machines can no longer be used and the cost of paying for the set-up of the machines and the training of volunteers is a concern. The Library could independently conduct the vote as has been done in the past and pay the very few expenses involved, or it could have its budget vote on the same day as the school district's budget vote, on a separate line on the ballot, at the high school, with their poll workers. After discussion, motion by McManus, seconded by Clarkson, that the budget vote be held at the library,

and that the library pay for the voting machine set up and the training of volunteers, but remain flexible to reconsider if necessary. Carried.

G. Other. None

IX. New Business

A. Schedule Budget Meetings. It was decided that Aitken, McManus and Downey will serve on the budget committee. The first meeting will be held during the first week of February and Van Patten will contact committee members with suggested dates.

B. Personnel. Motion by McManus, seconded by Cuccaro, to accept the resignation of Page Joshua Thibado and hire former Page Gregg Welcher at the rate of \$9.00 per hour. Carried.

Van Patten presented a proposed policy concerning employees who do not report to work during delayed openings or snow days. After discussion, the proposed policy was tabled until the February meeting.

X. Director's Report

No additional matters were discussed.

XI. Adjournment. Motion by McManus, seconded by Clarkson, that the meeting be adjourned at 9 p.m. Carried. The next regular Board meeting will be held on Wednesday, February 10, 2016 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – February 10, 2016

PRESENT: Barbara Aitken, President; Linda Clarkson, Carlo Cuccaro, Ed McManus, Margaret Van Patten, Library Director

ABSENT: Linda Clarkson, Bruce King, Robert Manning.

The 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 or library matters.
- II. Disposition of Minutes of January 13, 2016 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 Reports for December 31, 2016 and January 31, 2016 were distributed and discussed. Motion by McManus, seconded by Cuccaro, that the reports 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 report be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Payable Report for February 2016 was presented and discussed. Motion by Downey, seconded by Cuccaro, that the February 2016 Public Fund Payable Report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$35,518.57. Carried.
- VI. Bills: Donation Fund. There were no Donation Fund bills.
- VII. Public Comments – None.
- VIII. Old Business
  - A. Updates
    1. Library Construction Grants. Van Patten reported that Manning expects a report by the end of February from Craig Dailey of King and King in regards to the feasibility of solar panels.
    2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed.
    3. Solar Panels. See Library Construction Grants above.

- B. Board Goals for 2015-2016. The goals and the actions taken by the staff related to the goals were distributed.
- C. Long Range Plan. Downey reported that the emergency response plan is almost ready for distribution and the building inventory is being updated.
- D. Schedule Budget Meetings. The Budget Committee will schedule and hold budget meetings prior to the March Board Meeting.
- E. Trustee Election and Budget Vote. The positions held by Cuccaro and King are up for re-election. King has decided that he will not run for re-election. Van Patten reported that arrangements are being made to use the new voting system. Letters will be sent to the past election volunteers to see if they are willing to volunteer to be trained and work the vote.
- F. Working Conditions: Page V-5 of BPL Policy Handbook. Aitken distributed drafts of two possible revisions to the policy. Following a general discussion Aitken will work with the suggestions and have a final draft for the March Board Meeting.
- G. Audit. Aitken advised she had been unable to meet with Attorney Rosemary Bucci but will do so in the future.
- H. Other. None

IX. New Business

- A. Budget. The Budget Committee will have a proposed budget at the March meeting.
- B. Fire Alarm Panel. Van Patten reported that the fire alarm panel is obsolete and it is no longer possible to obtain parts. Syracuse Time and Alarm gave a quote of \$6,788.74 to retrofit the panel with a current model. Motion by McManus, seconded by Cuccaro, that the quote from Syracuse Time and Alarm in the amount of \$6,788.74 be accepted to upgrade the fire alarm panel. Carried.
- X. Director's Report. Van Patten distributed copies of a stamp book created by Librarian Bob Loftus. Each time a patron attends a technology related program they will receive a stamp to place in the book. A prize will be awarded each time the patron has 12 stamps in the book.

Van Patten reported that a resident of the DeWitt Library service area is challenging their ability to put a vote on the school budget ballot for funds to support the library. The fund request is listed separately from the school request so that voters can choose to vote yes or no regardless of how they vote on the school budget. DeWitt is a Free Association (501c3) library and the NYS Education Law allows for the vote.

- XI. Adjournment. Motion by Cuccaro, seconded by Downey, that the meeting be adjourned at 8:43 p.m. Carried. The next regular Board meeting will be held on Wednesday, March 9, 2016 at 7:30 p.m.

Respectfully submitted.

Margaret Van Patten, Secretary Pro-tem

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – March 9, 2016

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

ABSENT: Carlo Cuccaro, Bruce King, Robert Manning

ALSO PRESENT: Abe Morelli

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

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members or library matters.
- II. Disposition of Minutes of February 10, 2016 Meeting. The minutes were distributed and discussed. It was noted that Linda Clarkson had been listed as both present and absent, although she was absent. Sue Downey had also been omitted from those Board members present. Motion by McManus, seconded by Downey, that the minutes be accepted as corrected. Carried.
- III. Treasurer's Report – Public Fund. Van Patten advised that the report has not yet been received from the School District.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report was distributed and discussed. Morelli advised the library's CD will come due soon and will be negotiated with the bank at that time. He received a Form 1099 from the bank and it was given to Van Patten for library records. He advised that a check dated October 27, 2015 in the amount of \$29.41 payable to Cathy Johnson has not yet been cashed. Van Patten will contact Ms. Johnson to check the status. Motion by Downey, seconded by Clarkson, that the report be accepted as presented. Carried.
- V. Bills – Public Fund. The Public Fund payable report for March, 2016 was presented and discussed. Motion by Downey, seconded by Clarkson, that the March 2016 Public Fund payable report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$44,990.87. Carried.
- VI. Bills – Donation Fund. Van Patten showed the Board a painting purchased in memory of Nancy Brin for \$261.69 for which she advanced funds and needed to be reimbursed from the Donation Fund. Motion by Downey, seconded by McManus, that the donation fund bill be reimbursed to Van Patten in the amount of \$261.69. Carried.

VII. Public Comments – None.

VIII. Old Business

A. Updates

1. Library Construction Grants. No report.

2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed.

B. Long Range Plan. Downey reported the group has not yet had an opportunity to meet during the month but a meeting will be scheduled soon.

C. Annual Budget Vote and Trustee Election.

1) Set Public Information Meeting Date: It was the consensus of the Board that the public information meeting to discuss the library budget will be held on April 13, 2016 at 7:15 p.m.

2) Petitions on File by March 22, 2016 at 4 p.m. Van Patten reported that as of this morning no petitions for library board trustee have been picked up. There are two open positions and McManus stressed that it is a priority to obtain competent Board trustees.

D. Personnel Policies.

1) Working Conditions: Page V-5 of BPL Policy Handbook. Aitken distributed two wordings of Section II of the proposed policy. After discussion, it was moved by Clarkson, seconded by Downey that Version 1 be accepted. Carried.

IX. New Business

A. Budget. The proposed budget for 2016-2017 was distributed and discussed. McManus explained the various lines of the budget. Motion by Downey, seconded by McManus, that the 2016-2017 BPL budget be accepted as presented. Carried.

B. Budget Presentation to the Public. The time schedule for the annual election was distributed and discussed. The budget presentation to the public will be prior to the April 13<sup>th</sup> Board meeting at 7:15 p.m. Van Patten reported that Suzanne McCarthy is working on the budget brochure.

C. Tax Cap Update. Van Patten advised that 1/12<sup>th</sup> of a percentage is the tax cap limit and the newly adopted budget is \$52.00 under the limit. Discussion



relating to the possible rescission of the tax cap resolution was tabled until the April meeting.

- D. Election and Public Strategy. Van Patten reported that the proposed budget has been published in both the “Messenger” and the “Post Standard” newspapers and will be published again three more times. Trustee petitions are available at the circulation desk and must be filed by March 22<sup>nd</sup> at the District Office. She advised Suzanne will have the flyer ready next week to be distributed locally at town buildings, banks, the Y, Chamber of Commerce, Rotary, stores, etc.
- E. Annual Report. The BPL Annual Report for Public and Association Libraries for 2015 was distributed and discussed. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried.
- F. Personnel. Motion by McManus, seconded by Downey, that Cameron Beckley and Christopher Alfonso be hired by BPL as Pages at a rate of \$9.00 per hour effective March 1, 2016. Carried.
- G. Other – None.

X. Director’s Report

Van Patten reported that they are still having problems with email and the library is planning to switch it to cloud based service. Microsoft’s education pricing for this will be \$1,300.00 per year. The present system is outdated and does not work.

She reported that the library is eligible to receive an additional \$5,000.00 grant from Magnarelli’s office to be used for the new carpeting in the library. The project must be completed by June 30<sup>th</sup> of this year and Van Patten reported it will be submitted before that time.

Van Patten has written to certified poll workers in the area to see if they would be interested in working at this year’s budget election. She also drafted a second letter to workers who have volunteered at the polls in the past but who are not certified on the new machines to ask if they would be interested in training. She reported the cost for the privacy screens for the election is \$6.00 per screen and she is going to look into the cost of buying screens for the library to be used this year and in the future.

Invitations to the Friends of the Library were distributed.

Van Patten reported that a dumpster has been delivered for the cleanout of the basement. No BPL library books are being put in the dumpster. The museum and PAC-B are also using the dumpster and will share the cost.

- XI. Adjournment. Motion by McManus, seconded by Downey, that the meeting be adjourned at 9 p.m. Carried. The next regular Board meeting will be held on Wednesday, April 13, 2016 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting - April 13, 2016

PRESENT: Barbara Aitken, President; Robert Manning, Vice-President, Carlo Cuccaro, Linda Clarkson, Susan Downey, Bruce King, Ed McManus, Margaret Van Patten, Library Director, Elizabeth Brainerd, Secretary

ALSO PRESENT: Abe Morelli

ABSENT: None

The meeting was called to order by President Aitken at 7:30 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members or library matters.
- II. Disposition of Minutes of March 9, 2016 meeting. The minutes were distributed and discussed. McManus noted that on page 1120, under Section D, the first sentence should read "Van Patten reported that the proposed notice of meeting has been published..." not that the proposed "budget" had been published. Under Section X, the fourth paragraph should be deleted and "The Friends of the Library program flyers were distributed" should be inserted. Motion by McManus, seconded by Downey, that the minutes be accepted as corrected. Carried.
- III. Treasurer's Report - Public Fund. The report for February 29, 2016 was distributed and discussed. Motion by McManus, seconded by Manning, that the report be accepted as presented. Carried.
- IV. Treasurer's Report - Donation Fund. The Donation Fund report was distributed and discussed. It was suggested that envelopes for bereavement bequests should be available at the library circulation desk and it was the consensus of the Board that it should be implemented. Motion by King, seconded by Downey, that the report be accepted as presented. Carried.
- V. Bills - Public Fund. The Public Fund payable report for April 2016 was presented and discussed. Motion by Manning, seconded by King, that the April 2016 Public Fund payable report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$24,785.62. Carried.
- VI. Bills - Donation Fund. None.
- VII. Public Comments. - None.
- VIII. Old Business
  - A. Updates
    1. Library Construction Grants. Manning reported that the grant for the new security system was approved by OCPL last September and the library can now proceed with the project. The proposal price for the project is \$9,855.00. He also reported that the possibility of installing solar panels

during the installation of the new library roof anticipated in 2017 was being discussed. Board members will meet with Craig Daily during the first week in May to discuss a proposal and research the cost. Mike Kelleher from ESF will be invited to the meeting. Manning will contact everyone to firm up the date for the meeting.

2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed.

- B. Annual Budget Vote and Trustee Election. Aitken read the list of election day workers. She reported that the two trained personnel will be paid \$10.00 an hour during their service and the remainder of the workers are unpaid volunteers. There will be a designated person from the County on call at a cost of \$25.00 per hour. Motion by King, seconded by McManus, to accept the list of election personnel and authorize payment to the two trained personnel at the rate of \$10.00 per hour and the payment of \$25.00 per hour to the County personnel. Carried.

Van Patten announced that the Commissioner of Elections has advised that next year Trustee positions will be filled by the election of the person or persons receiving the greatest number of votes and not by election to a specific trustee position as is the case at this time.

- C. Carpet. Van Patten advised that the balance of the carpet grant in the amount of \$5,000.00 has to be spent by the end of June. Carpet samples were reviewed and suggested areas to be carpeted were discussed. Motion by McManus, seconded by King, to carpet the story hour room at a cost of \$1,697.55 and the librarian's and director's offices at a cost of \$3,549.50. Carried. It was the consensus of the Board that the cost for carpeting the staff break room could be done at a later time using a vinyl tile at a cost of \$2,419.00 and included in next year's budget.

Van Patten announced that Rotary members have volunteered to paint the meeting room. The library already has the paint available.

- D. Other. None

## IX New Business

- A. Election and Public Strategy. Van Patten announced one person is running for Bruce King's seat and there is no one currently running for the second open trustee position. McManus stressed the importance of instructing voters at the polls about the write-in votes. The budget is on one side of the ballot and the trustees are listed on the other so it is important to alert voters to this. He suggested posting a copy of the ballot outside the voting area in the library and it was agreed.
- B. Policies. Van Patten distributed a copy of the current Barring Policy and the three different categories for consequences of misbehavior. There was discussion about the implications of the word "illegal" in the policy. Aitken will review the current policy and present proposed language for revision of the policy at the next Board meeting.

- C. Rescind Tax Cap. Moved by McManus, seconded by Manning, that it be resolved to rescind the December 10, 2015 resolution to override the tax cap. Passed 7 in favor, none opposed and none abstaining.

X. Director's Report

Van Patten reported that the parking lot had been inspected in March and it was determined the library does not need a complete replacement at this time. However, it was recommended having 1.5 inches milled and resurfaced now, which would include striping.

She also advised that PAC B has moved out of the library basement storage area. This represents a loss to the library of \$25.00 per month. The Optimists Club has also advised it is considering moving from the basement storage area but will leave their cage. This represents a loss of \$100.00 per year.

The Sheriff's Department is now doing security at the library from 2:30 p.m. to 6 p.m. on Mondays through Thursday and until 5 p.m. on Fridays at a cost of \$30.00 per hour.

Van Patten advised the Board she has a conflict on the date of the regularly scheduled June meeting and asked to have the meeting moved to June 15th. It was agreed.

- XI. Adjournment Motion by King, seconded by Clarkson, that the meeting be adjourned at 9 p.m. Carried. The next regular Board meeting will be held on Wednesday, May 11, 2016 at 7:30 p.m.

Respectfully submitted,

Elizabeth Brainerd, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – May 11, 2016

PRESENT: Barbara Aitken, President; Robert Manning, Vice-President; Linda Clarkson, Carlo Cuccaro, Susan Downey, Bruce King, Ed McManus, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary

ALSO PRESENT: Abe Morelli and Trustee-Elect Mary Lou Carpinella

ABSENT: None

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 April 13, 2016 meeting. The minutes were distributed and discussed. Motion by King, seconded by Downey, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report: Public Fund. The reports for March 31, 2016 and April 30, 2016 were distributed and discussed. Motion by Manning, seconded by King, that the reports be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report for May 11, 2016 was distributed and discussed. Morelli explained that the CD matures on June 19, 2016. Motion by McManus, seconded by Downey that the report be accepted as presented. Carried. Motion by King, seconded by Downey, that Abe Morelli be authorized to negotiate a renewal of the CD on behalf of BPL at the highest rate of interest available. Carried.
- V. Bills: Public Fund. The Public Fund Payable report for May 2016 was distributed and discussed. Van Patten announced that the total cost to the library for conducting its election was \$1,083.91. Motion by King, seconded by Manning, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$33,651.07. Carried.
- VI. Bills: Donation Fund. Van Patten submitted a bill from Hobby Lobby in the amount of \$104.24 for the cost of framing the painting donated in memory of Nancy Brin. Motion by McManus, seconded by Downey, that the bill be paid. Carried.
- VII. Public Comments. None

## VIII.

## Old Business

A. Updates

1. Library Construction Grants. Manning reported that the library can now proceed with the approved project for the grant for the installation of additional security cameras. He has met with Craig Dailey to investigate the possibility of installing solar panels on the library roof for a possible future grant project. After investigation, Mr. Dailey advised that the roof would need reinforcement to support the solar panels and, since he felt the structural reinforcement would cost at least \$50,000.00, the cost for the project could not be kept under \$10,000.00. Also, because the roof would only support smaller solar panels, it would not be as cost effective. Manning suggested that the Board investigate other possibilities for the next grant.

King suggested the Board might investigate replacement of lights in the library with LED bulbs. As it could be done on a room-by-room basis, it should qualify for a grant, could be done in increments of \$10,000.00 or less, and would cut lighting consumption for a savings of 50%. He also felt the change would pay for itself in 6 years. It was the consensus of the Board that an energy savings project should be pursued.

2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage and cost were distributed and discussed. Manning reported the year's cost for energy usage should be in the range of \$42,000.00 to \$45,000.00 and would be under the \$50,000.00 budgeted.

B. Annual Budget Vote and Trustee Election.

1. Record Election Results. Van Patten reported that the budget had passed with a vote of 145 "yes" votes and 9 "no" votes. The votes for Bruce King's trustee seat were 140 votes for Craig Maguire and 3 write-in votes. The votes for the second open trustee seat were 12 write-in votes for Mary Lou Carpinella, 10 write-in votes for Joan Mayer and 7 write-in votes for William Hendry. Van Patten stated that this election represented the lowest voter turnout since the library has been in its present building.

C. Barring Policy. A revised Barring Policy was presented by Aitken. She is going to send it to Attorney Bucci for her review before bringing it to the Board for discussion.D. Carpet. Van Patten advised that the installation of the carpet, using the balance of the current grant, will take place by the end of the month. She is also in the process of obtaining an updated proposal for the break room quote.

- E. Other. Downey announced that the Ruth Connell Award and Staff Appreciation Day will be held in the library on May 26<sup>th</sup> and the committee would appreciate any donations of food. Van Patten announced she will be presenting the Director's "Good Idea" award and an award to Suzanne McCarthy from the Rotary's Pride of Workmanship celebration also on that day.

IX. New Business

- A. Agreement Between BPL and Baldwinsville School District. Van Patten advised the agreement has not yet been received and will be discussed at the June meeting.
- B. Adjustment of Salaries Effective July 1, 2016. Van Patten distributed the proposed salary schedule for 2016-2017 for library staff. She advised that it represents a 1% increase for salaried employees and a 25 cent per hour increase for hourly workers. Motion by Manning, seconded by Downey, that the Board approve the 2016-2017 salary schedule as presented. Carried.
- C. Appoint Nominating Committee. Downey agreed to serve on the committee and will submit their proposed slate of officers at the June meeting.

X. Director's Report

Van Patten reported she has received reimbursement in the amount of \$100.00 from one of the barred students for damage done to library trees, but that the student continues to be a disruption, as well as other students, in the library. When the police officers are present, the students generally behave. The librarians working on Sundays have asked for a police presence on that day in addition to week days and the lead officer is checking to see if someone is available.

A gentleman and his daughter have spoken to Van Patten about the possibility of updating the BPL art center cubes and area in the library and have offered to finance the project up to possibly \$10,000.00. She will meet with them to discuss the project and report back at the June meeting.

The library received a check in the amount of \$64.00 as reimbursement in a class action against junk mail faxes received gratuitously at the library.



There was discussion about the possibility of putting a book reserve section for the library in the new YMCA. It was the consensus of the Board that this is a good idea and needs to be researched and further discussed.

Van Patten reported that between the elimination of a third public copier and a favorable leasing contract with the two copiers being used, the library is receiving a cost savings in this area.

- XI. Adjournment. Motion by Manning, seconded by Clarkson, that the meeting be adjourned at 8:40 p.m. Carried. The next regular Board meeting will be held on Tuesday, June 14, 2016 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – June 14, 2016

PRESENT: Barbara Aitken, President; Linda Clarkson, Susan Downey, Bruce King, Ed McManus, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary

ALSO PRESENT: Trustee-Elect Mary Lou Carpinella and Trustee-Elect Craig Maguire

ABSENT: Robert Manning, Vice-President; Carlo Cuccaro

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 11, 2016 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. No report.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report for June 14, 2016 was distributed and discussed. Motion by McManus, seconded by King, that the report be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund payable report for June 2016 was distributed and discussed. Motion by King, seconded by Downey, that the report be accepted, subject to the review of the claims auditor, for payment of bills in the amount of \$35,959.57. Carried.
- VI. Bills: Donation Fund. Van Patten announced Nancy Howe had received the Ruth Connell award. A bill was submitted in the amount of \$100.00 for the award. A bill from Noble's Florist in the amount of \$48.00 for flowers for the event was also submitted. Motion by King, seconded by Clarkson, that the bills be paid. Carried.
- VII. Public Comments. None
- VIII. Old Business
  - A. Updates
    1. Library Construction Grants. Clarkson advised the library can now use the new grant in the amount of \$9,999.99 for the LED lights. Myriad Electric has been recommended for the project. It is estimated the change will result in a 30% savings in electricity costs to the library.

2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage and cost were distributed and discussed. Cost is still on target to be less than the \$50,000.00 budgeted.

- B. Barring Policy. The proposed policy was distributed and discussed. Aitken advised it has been reviewed and approved by Attorney Rosemary Bucci. Motion by McManus, seconded by Downey, that the policy be approved as presented. Carried.
- C. Other. Van Patten advised the Board that someone had shot a hole in the reference office window. It has been reported to the police and the security cameras were reviewed. So far, the perpetrator is unknown. Craig Dailey advised the replacement cost would be approximately \$1,000.00 and would be rolled into the work involving replacement of the display case window and roof repairs.

Van Patten reported that police coverage during Sundays at the library has been successful in discouraging behavior problems.

#### IX. New Business

- A. Agreement Between BPL and Baldwinsville School District. The agreement was presented and discussed. Aitken reported there are no changes in the agreement from last year's agreement. Motion by McManus, seconded by King, that the agreement be approved. Carried.
- B. Personnel Action. Van Patten reported that Mark Poupore has given his resignation. He advised that he is willing to stay until his place has been filled. Van Patten has six applicants, two of whom are qualified. At the present time the position is still open.
- C. Report of Nominating Committee. Downey presented the slate: Barbara Aitken, President; Robert Manning, Vice-President; Elizabeth Brainerd, Secretary; Tim Lynch, Public Fund Treasurer; Abe Morelli, Donation Fund Treasurer. Motion by Downey, seconded by Clarkson, that the slate be accepted and a vote cast for the slate as presented. Carried.
- D. Set Budget Vote Date. Motion by King, seconded by Downey, that the annual budget vote be held on the fourth Thursday in April as usual, setting the date at April 27, 2017. Carried.
- E. Insurance Policy. Van Patten advised she has not yet received quotes and will follow up.

X. Director's Report

Van Patten reported that one of the pumps outside the building malfunctioned. The alarm went off and the Fire Department responded. At that point neither pump was functioning. Cooney took care of the problem and the malfunctioning pump was sent for repair.

Van Patten advised the library is still working with the new YMCA to consider locating a book dispenser there. She and Clarkson will meet with the director to discuss the possibility.

There is a balloon exhibit in the center of the library made possible by a grant sponsored by Senator DeFrancisco.

The Trustees-Elect had questions about the operation of the library and its interaction with the school district. A discussion and explanation ensued.

XI. Adjournment. Motion by Manning, seconded by Downey, that the meeting be adjourned at 8:40 p.m. Carried. The next regular Board meeting will be held on Wednesday, July 13, 2016 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – July 13, 2016

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

ALSO PRESENT: Abe Morelli, Donation Fund Treasurer

ABSENT: Robert Manning and Trust-Elect Mary Lou Carpinella

- I. Call to Order by Secretary Brainerd at 7:35 p.m.
- II. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members or library matters.
- III. Report of Nominating Committee and Election of Officers. Downey presented the slate of officers as follows: President: Barbara Aitken; Vice-President: Robert Manning. Motion by Downey, seconded by Clarkson, that the slate of officers be accepted as presented and the officers elected to their positions. Carried.
- IV. Oath of Office for Newly-Elected Trustees. The oath of office was administered to Craig Maguire. Mary Lou Carpinella's oath of office will be administered at the August meeting.
- V. Organizational Details.
  - A. The monthly meeting night will be the second Wednesday of the month.
  - B. The official newspaper will be the *Baldwinsville Messenger*.
  - C. Appointment of Public and Donation Treasurers  
Motion by Downey, seconded by McManus, that Jamie Lynch be appointed Public Funds Treasurer. Carried.  
Motion by Downey, seconded by Clarkson, that Abe Morelli be appointed Donation Funds Treasurer. Carried.
  - D. Motion by Clarkson, seconded by Downey, that Elizabeth Brainerd be appointed Board Secretary. Carried.
  - E. Motion by Downey, seconded by McManus, that Rosemary Bucci, Esq. be appointed Board Attorney. Carried.
- VI. Disposition of Minutes of June 14, meeting. The minutes were distributed and discussed. Motion by McManus, seconded by Downey, that the minutes be accepted as presented. Carried.

- VII. Treasurer's Report: Public Fund. The reports for June 30, 2016 and Year-End 2016 were distributed and discussed. Van Patten pointed out that the June 30th report did not include the end of the year bills to be presented during the meeting. Motion by McManus, seconded by Downey, that the reports be accepted as presented. Carried.  
Motion by McManus, seconded by Maguire, that the Board encumber the sum of \$129.99 to Best Buy for the purchase of a new printer and the sum of \$726.04 to Barnes & Noble for the purchase of new books. Carried.  
Motion by Downey, seconded by Clarkson that Aitken and McManus meet to make appropriate budget line transfers. Carried.
- VIII. Treasurer's Report: Donation Fund. The Donation Fund report for July 13, 2016 was distributed and discussed. Morelli reported that the new Certificate of Deposit at Seneca Savings is at a rate of 1.05%. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried.
- IX. Bills: Public Fund. The Public Fund Bills Payable reports for July 13, 2016 and year-end 2015-2016 were presented and discussed. Motion by Downey, seconded by Clarkson, that the reports be accepted subject to the review of the claims auditor for payment of bills for the month of July in the amount of \$32,077.59 and payment of year-end bills in the amount of \$31,188.60. Carried.
- X. Bills: Donation Fund. Van Patten presented a bill for the purchase of a 2016 Baker High School yearbook in the amount of \$65.00 to be paid from the Nelson Butler donation. Motion by Downey, seconded by McManus, that the bill be paid. Carried.
- XI. Public Comments. None.
- XII. Old Business
- A. Updates
    1. Library Construction Grants. Aitken reported that the library is now ready to make the change to LED lighting for some of the library rooms in conjunction with the \$10,000.00 grant from Magnarelli's office. Motion by McManus, seconded by Downey, that the Baldwinsville Public Library apply for a NYS Library Grant up to, but not to exceed, \$10,000 to replace lighting in the Library with LED bulbs that will have the potential to save the cost of lighting the library by 50%. Carried.
    2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed. Clarkson reported that the final cost for energy usage for the year was under the budgeted amount.
  - B. Long Range Plan 2012-2016. No report.
  - C. Tree Damage. Van Patten reported on vandalism done to a tree on library property and provided the Board with a copy of an email statement made by one of the students charged. After discussion, it was decided that Van Patten will check with the police department on the repercussions to the young man's record if the charge remains and report to the Board at the next meeting.

### XIII New Business

- A. Petty Cash: Postage Asset Account. Motion by Clarkson, seconded by Maguire that the Petty Cash Postage Account be in the amount of \$100.00. Carried.
- B. Purchasing Agents. Motion by McManus, seconded by Downey, that Cindy Snyder and Van Patten be appointed as purchasing agents, with Nancy Howe and Corrine Kushner to serve as alternate purchasing agents and that Cindy and one alternate purchasing agent sign for any petty cash payments made to Van Patten. Carried.
- C. Year-End Budget Transfers. Aitken and McManus will work on the transfers during the month and report to the Board at the August meeting.
- D. Donation Fund Treasurer Motion. Covered earlier in the meeting.
- E. Community Calendar. Nancy Howe, Public Relations/Outreach Librarian, has volunteered to serve as the coordinator for the possible development of a community calendar project and provided the Board with a timeline and format for the proposed program. The groups involved to date would like the library to be the leading agency and an agreement between the library, the two towns and the village would be required. The groups involved would partner for the cost of the program, with the exception of the Baldwinsville Volunteer Center, and the library's contribution would be to run the project. The purpose of the endeavor is to advertise events for project members and to prevent conflicts in scheduling. The cost at this time is unknown and requires further research. The idea is to have the other project members make an equal contribution toward the cost and it is anticipated that other groups would join and also contribute toward the expense. McManus suggested that an attorney for one of the towns or the village would be the logical choice to prepare and review all agreements. Howe will continue to work on the project and keep the Board apprised.
- F. Family Medical Leave Act/Sick Time. Van Patten reported that questions related to use of sick leave time have been raised. Aitken will review the policy and report at the next meeting.

### XIV. Director's Report

Van Patten reported that the afternoon custodian will be leaving and recommended the appointment of a replacement. Motion by Downey, seconded by McManus, that Richard Atkinson be appointed as Maintenance Worker One starting July 18, 2016 at a rate of \$12.00 per hour. Carried.

Van Patten reported she had investigated the cost of putting a book dispenser at the new YMCA. She has discovered that maintenance costs generally run about \$11,000.00 a year in addition to the initial cost of installation. It was the consensus of the Board that the maintenance cost would be prohibitive and the project not be pursued at this time.

Van Patten reported that two girls had been using glue in the study room in the library and damage had been done to the table there. It was the consensus of the Board that she and Aitken should speak to the girls' parents and decide upon an appropriate response. Van Patten suggested the girls might come in, one at a time, to do some cleaning under Emily Maccone's supervision. She will report at the next meeting.

- XV. Adjournment. Motion by Downey, seconded by McManus, that the meeting be adjourned at 9:15 p.m. Carried. The next regular Board meeting will be held on Wednesday, August 10, 2016 at 7:30 p.m.

Respectfully submitted,

Elizabeth Brainerd, Secretary

Note from B J Aitken

After the adjournment, there was a discussion re Bruce King's retirement from the Board, his long period of service as a Trustee, and how we, as a Board, might honor his service. Ideas and further discussion may take place at the August meeting.



Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – August 10, 2016

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

ALSO PRESENT: Abe Morelli, Donation Fund Treasurer

ABSENT: None

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

The oath of office was administered to Trustee Mary Lou Carpinella by Secretary Brainerd.

- I. Disposition of Minutes of July 13, 2016. The minutes were distributed and discussed. Aitken noted that the minutes should include at the end of Section III (report of Nominating Committee and Election of Officers) that after the motion was carried, the meeting was then turned over to the President. McManus noted that on page 1133 under Sections VIII and IX, both reports submitted were for June 30, 2016, not July 13, 2016 as reported in the minutes. Motion by Downey, seconded by Manning, that the minutes be accepted as corrected. Carried.
- II. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the board members or library matters.
- III. Treasurer's Report – Public Fund. No report. McManus suggested that Van Patten ask the school district for a preliminary report and she will follow up.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report for July 31, 2016 was distributed and discussed. Motion by McManus, seconded by Manning, that the report be accepted as presented. Carried.
- V. Bills – Public Fund. The Public Fund payable report for August was presented and discussed. Motion by Maguire, seconded by Carpinella, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$42,403.67. Carried.
- VI. Bills – Donation Fund. None.
- VII. Public Comments – None.

## VIII.

## Old Business

A. Updates

1. Library Construction Grants. Van Patten reported that last year's grant was awarded and the library has received one check to date. She met with a representative from the security company to discuss the proposal. Manning reported the library has installed four new exterior cameras and one camera has been relocated. He advised that the present grant project must be started within 180 days after the award is made. Van Patten has met with Myriad on the project to replace florescent lights in the library with LED lights. Manning advised that we will need the proposal by the end of August to stay on track.

2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed. Manning reported that approximately 8% of the usage cost is attributable to gas and 92% to electricity. He reported that the total usage cost for both for the past fiscal year was \$41,887.00; the library had budgeted \$50,000.00, which resulted in a usage cost below budget. He noted that the switch to LED lights should also reduce the library's cost of electricity significantly.

B. Long Range Plan 2014-2016. No report.

C. Family Medical Leave Act/Sick Time. Aitken distributed a copy of the proposed plan for the library's compliance with the federally mandated Family and Medical Leave Act (FMLA) for review. She advised the library's current sick leave policy will require revision in order to comply with the Act. She asked Board members to review the proposal and advised during the month she will prepare a proposed letter to employees regarding the revised sick leave policy. Discussion of the revised policy will be held at the September meeting.

D. Tree Damage. Van Patten reported the vandalism charge relating to damage to the tree on library property has been adjudicated. The penalty will be 20 hours of community service and a \$100.00 fine for each young man.

E. Other. None

## IX.

New Business

A. Personnel Changes. No report.

B. Library Clerk III Position. Van Patten explained her proposal to create a Library Clerk III position for the library. Motion by Maguire, seconded by McManus, that the Board approve the creation of a Library Clerk III position for the library with salary, duties and other matters relating to the position to be decided upon

after the test for the position has been completed and applicants reviewed. Carried.

X. Director's Report

Van Patten reported the library has received a refund check from the insurance company in the amount of \$608.32.

She also reported the library has received a check in the amount of \$6,426.00 representing the balance of the former construction grant.

McManus questioned the Farmers Market entry in the written Director's Report relating to promoting library "furniture". The entry should have read "services" and was corrected. Also, under the Central Library Renovations section, the last line should have read "updated" children's services, instead of "undated".

Van Patten described the new Eight Million Dollar renovation at the Central Library and urged Board members to attend the Grand Opening on August 24<sup>th</sup>.

XI. Adjournment. Motion by Downey, seconded by Manning, that the meeting be adjourned at 9 p.m. Carried. The next regular Board meeting will be held on Wednesday, September 14, 2016 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – September 14, 2016

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

ABSENT: Susan P. Downey, Craig Maguire

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

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members or library matters.
- II. Disposition of Minutes of August 10, 2016 meeting. The minutes were distributed and discussed. Motion by McManus, seconded by Manning, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report: Public Fund. The Public Fund Reports for June 30, 2016 was distributed and discussed. Motion by McManus, seconded by Manning, that the report be accepted as presented. Carried.  
  
The Public Fund Reports for July 31, 2016 was distributed and discussed. Motion by McManus, seconded by Carpinella, that the report be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund Report was distributed and discussed. Motion by Clarkson, seconded by Manning, that the report be accepted as presented. Carried.
- V. Bills: Public Fund. A Revised Public Fund Payable Report for August 2016 was presented and discussed. The revised report was for \$42,402.75. The Funds Payable Report in August was \$42,403.67. The difference was due to a reduction in the per mile reimbursement from .56 to .54 cents per miles. Motion by McManus, seconded by Manning, that the revised report be accepted as presented. Carried.  
  
The Public Fund Payable Report for September 2016 was presented and discussed. Motion by Manning, seconded by Clarkson, that the September 2016 Public Fund Payable Report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$15,659.07. Carried.
- VI. Bills: Donation Fund. A warrant was presented in the amount of \$430.18 which included a payment of \$45.00 to Nobles Flower Gallery for birthday flowers for Rosemary Bucci and a Deloria Fund reimbursement to the Baldwinsville Library for \$385.18 for books purchased in memory of Claire Deloria. Motion by Clarkson, seconded by Manning, that

the Board approve the payment of \$45.00 to Noble's Flower Gallery and \$385.18 to the Baldwinsville Library. Carried.

VII. Public Comments – None.

VIII. Old Business

A. Updates

1. Library Construction Grants. Manning reported that a New York State Construction Grant application was sent to Onondaga County Public Library for the purpose of retrofitting the globe light fixtures with LED bulbs. The cost of the project is \$9,945 and it is expected that New York State will reimburse the library for 75% of the project. Van Patten reported that the quotes for retrofitting the fluorescent tube fixtures was high and involved new fixtures. Van Patten will share the quote with Bruce King for his input.

Van Patten reported that the updated quote for the current grant to install additional security cameras and connect the drainage pumps to the alarm system was over budget. Van Patten had the vendor separate the cameras and pumps into two quotes. The quote for the cameras is within the budget. The board agreed that Van Patten should go ahead and have the cameras installed and look at the pumps as a separate item once the revised sump quote is received from the vendor.

2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed.

B. Long Range Plan 2014-2016. No Report.

C. Family Medical Leave/Sick Time. The proposed revisions were briefly discussed and Aitken asked that all review the document with the goal of voting on it at the October meeting.

D. Library Clerk III Position. Van Patten distributed a copy of the job description and presented a salary range proposal. Motion by Clarkson, seconded by Carpinella, that the salary range for the position of Library Clerk III be \$35,500 to \$36,000. Carried.

E. Other. None

IX. New Business

A. Personnel Changes. Motion by Aitken, seconded by McManus, to accept the resignations of Library Pages Sydney Molinet effective 6/30/16, Shannon Perrotta effective 8/20/16, Brianna Ragonese effective 8/17/16, Maria Ragonese effective 8/17/16. Carried.

The death of Library Clerk Judith Lease on 8/23/16 was acknowledged by the Board.

Motion by Carpinella, seconded by Clarkson, to appoint to the position of Library Page Jacob Brown effective 8/16/16, Mackenzie Bruen effective 8/16/16, Michael Scott effective 8/17/16, Elizabeth Wiecek effective 8/17/16 at a rate of \$9.00 per hour. Carried.

- X. Director's Report. Van Patten requested that the library delay opening on Saturday, October 1, so that staff may attend the memorial service for Judy Lease. Motion by Carpinella, seconded by Clarkson, to delay opening the library until 1:00PM on Saturday, October 1, 2016. Carried.

Van Patten reported that Waste Management will not pick up used fluorescent light bulbs unless we are a collection site. If we are a collection site, they will provide a recycle container and will pick it up, at no charge, when it is full and replace it with a new container. It was agreed that the library will try it out.

The library had a tent set up at the Museum's book sale. In addition to promoting the library the staff successfully used the web based version of the circulation system to issue four library cards.

Van Patten reported that there was a fight in the library parking lot. One of the parents of the students involved called the police. There have been a couple of other incidents of behavior issues and if needed Van Patten will hire the sheriffs again for after school.

- XI. Adjournment. Motion by Manning, seconded by Carpinella, that the meeting be adjourned at 9:13p.m. Carried. The next regular Board meeting will be held on Wednesday, October 12, 2016 at 7:30 p.m.

Respectfully submitted.

Margaret Van Patten, Secretary Pro-tem

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – October 12, 2016

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

ALSO PRESENT: Abe Morelli, Donation Fund Treasurer

ABSENT: Mary Lou Carpinella

The meeting was called to order by President Aitken at 7:30 p.m.

- I. Disposition of Minutes of September 14, 2016. The minutes were distributed and discussed. Motion by Manning, 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 or library matters.
- III. Treasurer's Report: Public Fund. The Public Fund Report for August 31, 2016 was distributed and discussed. Motion by McManus, seconded by Manning, that the report be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund Report dated October 12, 2016 was distributed and discussed. Morelli noted that the new funds received in the amount of \$970.00 were largely due to donations made in memory of Librarian Judy Lease. Manning suggested that the library take action to make the public aware of the tax benefits in donating to the fund. Motion by Manning, seconded by Downey, that the report be accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Payable Report for October was presented and discussed. Motion by Manning, seconded by McManus, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$32,128.20. Carried.
- VI. Bills: Donation Fund. A warrant in the amount of \$50.00 was submitted for payment. Motion by Manning, seconded by Downey, that the Board approve the payment. Carried.
- VII. Public Comments: None.

## VIII. Old Business

A. Updates

1. Library Construction Grants. Manning reported that last year's grant has been filed for the installation of the four new security cameras – three outside the building and one at the doorway. The new grant for the LED lighting has been submitted and OCPL advised that the library will receive \$7,459.00, which is about 76% of the cost of the project.

2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed.

3. Fundraiser: Barnes and Noble Book Fair. Manning reported the Book Fair will be held on November 26<sup>th</sup>, the Friday after Thanksgiving. He advised that the trombone quartet, the high school jazz quartet, Lisa Kisselstein and many other artists who performed there last year will be returning. He stated it was very well received last year and the library received \$3,000.00 in gift cards and donations. A planning meeting was scheduled for this month.

B. Family Medical Leave/Sick Time. Aitken presented the proposed policy and it was reviewed and discussed. Motion by McManus, seconded by Downey, that the Board approve the policy contingent upon approval by the Board's attorney after her review. Carried.

C. YMCA Book Dispenser. Susan Mitchell, Executive Director of OCPL, presented information relating to costs and operation concerning the possibility of the library's installing a book dispenser at the new YMCA in Baldwinsville. Motion by Manning, seconded by Clarkson, that the Board move forward with investigating the project. Carried.

D. Other. Aitken commented that the Board has been working with its 2014-2015 goals which have been very successful and suggested that the Board approve maintaining these goals through 2016-17. Motion by McManus, seconded by Downey, that the Board maintain the 2014-15 goals through 2016-17. Carried.

IX. New Business

A. NYLA Request. The Board has received a request from the New York Library Association (NYLA) for a donation to support the NYLA Legal Defense Fund. NYLA has authorized \$25,000.00 to help cover legal expenses for the defense of the suit brought against the DeWitt Community Library and is asking member libraries to make a contribution to the fund, since the outcome of the suit will affect all libraries in similar circumstances. It was the consensus of the Board that a \$1,000.00 donation from BPL would be appropriate. The source of BPL



funds to be used for this purpose was discussed. It was decided that President Aitken will consult with the Board's attorney and report back at the next meeting.

- B. Volunteer Coordinator. Van Patten advised that Cindy Falise is the new volunteer coordinator for the library. The proposed vision statement was presented and discussed. Motion by Clarkson, seconded by Manning, that the Board approve the volunteer vision statement for the purpose of adding it to the library's web page. Carried.

X. Director's Report

Van Patten reported the library has been using police officers for security purposes for the past few days. Recently, it was necessary for the officers to permanently ban two students from the library. Disruptions have decreased considerably since then. She will meet with officers to discuss the possible elimination of services at this time.

Van Patten reported OCPL has a workshop scheduled at the Manlius Library on October 26<sup>th</sup>.

She also reported that Julia has resigned from the Long Range Planning Committee and Nancy Howe has volunteered to serve.

Van Patten reported that in its testing of the cooling tower, JEMCO found some legionella bacteria present. This will require retesting, which has been scheduled.

At Van Patten's request, Susan Mitchell explained the OCPL function, opportunities, member services and operation of some of its program.

- XI. Adjournment. Motion by Downey, seconded by Manning, that the meeting be adjourned at 9:15 p.m. Carried. The next regular Board meeting will be held on Monday, November 14, 2016 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – November 14, 2016

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

ALSO PRESENT: Abe Morelli, Donation Fund Treasurer

ABSENT: Mary Lou Carpinella

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

- I. Disposition of Minutes of October 12, 2016. The minutes were distributed and discussed. Motion by McManus, seconded by Manning, 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 or library matters.
- III. Treasurer's Report – Public Fund. The Public Fund report for September 30, 2016 was distributed and discussed. Van Patten pointed out that the use of the copy machines has realized a \$1,784.68 profit since switching to the three color copy machines, as opposed to the four copy machines (including black and white) previous used. Motion by Downey, seconded by Manning, that the report be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated November 14, 2016 was distributed and discussed. Motion by Manning, seconded by Clarkson, that the report be accepted as presented. Carried.
- V. Bills – Public Fund. The Public Fund Bills Payable report for November 2016 was presented and discussed. Motion by Manning, seconded by McManus, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$39,655.44. Carried.
- VI. Bills – Donation Fund. Warrants for reimbursement for expenses in connection with the volunteer luncheon in the amount of \$58.61, \$6.17 and \$75.42 were submitted for payment. Motion by McManus, seconded by Downey, that the Board approve the payments. Carried.
- VII. Public Comments – None.

## VIII.

Old BusinessA. Updates

1. Library Construction Grants. Manning reported that the installation of cameras in connection with last years' grant has been completed. He commented that they are functioning extremely well and the quality is excellent. As soon as completion reports are submitted, the library will receive the final 10% of the grant. OCPL has approved the library's application for the 2017 grant for the new LED and it has been forwarded to Albany. Manning stated the savings in electrical usage should be substantial. He reported the library will receive approximately 69% of the cost of the project under the grant. It was suggested that Van Patten insure that the quote for the work to be done includes disposal of the old bulbs. Motion by Manning, seconded by McManus, that the Board move forward with the 2017 grant for conversion to LED lighting

2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed.

3. Fundraiser: Barnes and Noble Book Fair. Manning reported the Book Fair on November 26<sup>th</sup> at Barnes and Noble would include a preview of Baker High School's presentation of "White Christmas" at 3 p.m., as well as the other performers previously scheduled. He also advised there will be a drawing for a Nook 7 tablet. Suzanne McCarthy is printing the book marks to be distributed to advertise the event.

B. Long Range Planning Committee. There has not been a meeting of the committee since the last Board meeting. Van Patten reported Nancy Howe will join the committee.

C. Family Medical Leave Sick Time. Aitken reported she had met with Attorney Bucci and had given her the proposed policy for review and comment.

D. YMCA Book Dispenser. Van Patten reported that after several meetings with the Director of the YMCA, it was determined that the project would not be feasible at this time. There was some discussion that the dispenser might be utilized at the Jamesville Penitentiary instead and Van Patten will follow up on this.

E. Donation Fund. Covered under NYLA Request.

F. NYLA Request. Aitken reported she had met with Attorney Rosemary Bucci concerning a request from NYLA for a \$1,000.00 contribution from the Baldwinsville Library to NYLA's defense fund. Ms. Bucci advised that since NYLA's defense of the lawsuit could ultimately affect the Baldwinsville Library, the contribution from the library's Donation Fund was a legal use of those

funds. Motion by Maguire, seconded by Clarkson, that the Baldwinsville Library contribute \$1,000.00 to the NYLA defense fund from the library's Donation Fund treasury. Carried.

- G. Other. Van Patten report that Jamie Rodems had advised her the school district will be setting up a meeting to plan out the scheduling of the library's roof logistics during next Summer. It was suggested that Bruce King be invited to attend the meetings. Van Patten also reported that the two windows needing replacement in the library will be installed at the same time the roof is replaced.

Aitken asked for direction on the proposed gift for Bruce King for his long service on the board. It was suggested that she contact King's wife for ideas.

#### IX. New Business

- A. Personnel. Van Patten advised that the civil Service list for the position of Library Clerk 3 is not current. The list for a Library Assistant is current and already published. She reviewed the qualifications and duties for a Library Assistant and found that the position of Library Assistant requires a Bachelors degree and a Library Clerk 3 does not. The Board discussed the pros and cons of both lists and the viability of selecting someone for the new position. Motion by McManus, seconded by Downey, to amend the previous motion to hire a Library Clerk 3 to a Library Assistant position. Carried.

The Board then went into executive session at 8:45 p.m. to discuss a specific personnel matter.

The Board reconvened at 9:25 p.m.

- B. Holiday Schedule. The proposed Baldwinsville Library holiday schedule for 2017 was presented and discussed. Motion by Clarkson, seconded by Maguire, that the holiday schedule for 2017 be accepted as proposed. Carried.
- C. Tax Cap Resolution. Motion by McManus, 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, 2017 – June 30, 2018 fiscal year, the tax levy limit imposed by Municipal Law Section 3-c(3). Carried.

- D. Gifford Tickets. Motion by Manning, seconded by Downey, that the library purchase two patron level packets of three tickets each from the Gifford Lecture Series to be given to Van Patten to be used at her discretion. Carried.

X. Director's Report

Van Patten reported that Vertical Technology has proposed the installation of an infrared detection device on the library's elevator door at a cost of \$1,680.00. Maguire commented that any such installation proposal should include that the mechanical detection device currently used be removed and steps taken to prevent any re-installation of the mechanical device. It was the consensus of the Board that if the quoted price included both the removal of the mechanical device and the installation of the infrared device the library should accept the proposal.

Van Patten reported that JEMCO has re-tested the cooling tower and it is now clean.

- XI. Adjournment. Motion by Clarkson, seconded by Maguire, that the meeting be adjourned at 9:40 p.m. Carried. The next regular Board meeting will be held on Wednesday, December 14, 2016 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – December 14, 2016

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

**ABSENT:** Elizabeth Brainerd, Secretary. Minutes taken by Craig Maguire.

The meeting was called to order by President Aitken at 7:30 p.m.

- I. Disposition of Minutes of November 14, 2016. The minutes were distributed and discussed. No corrections or comment were made. Motion by McManus, 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 or library matters.
- III. Treasurer's Report – Public Fund. The Public Fund report for November 30, 2016 was distributed and discussed. Van Patton clarified the two negative balances (Computer Circulation and Collection Agency Expense). Motion by McManus, seconded by Manning, that the report be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated December 14, 2016 was distributed and discussed. Van Patton cited the \$250.00 donation from a donor who was pleased with service at the circulation desk. Motion by Clarkson, seconded by Carpinella, that the report be accepted as presented. Carried.
- V. Bills – Public Fund. The Public Fund Payable report for November, 2016 was presented and discussed. Discussion focused on HUPLA, a new program that will send audio books directly to your computer. Motion by Manning, seconded by Carpinella, that the report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$44,628.69. Carried.
- VI. Bills – Donation Fund. Motion by Downey, seconded by Carpinella, to give Christmas gifts (\$50.00 certificates) to Abe Morelli, Betty Brainerd, Sylvia Scharlatt, and Leslie Morelli for their valuable yearly contributions to the Library. The motion was carried, and warrants were signed to that effect.
- VII. Public Comments – None.

## VIII.

## Old Business

A. Updates

1. Library Construction Grants. Manning reported that the last year's grant is completed and that he has filed the Completion Report for the final 10% of the money. He also mentioned that the grant for the LEDs will be sent in January 2017

2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed. Manning indicated that data shows there is little to no change from energy usage in 2015. He did that the LEDS will favorably affect electrical usage in 2017..

3. Fundraiser: Barnes and Noble Book Fair. Manning reported the Book Fair was very successful. The Trombone Quartet, who perform nationally, have volunteered to perform for us next year. It seems to have become an annual event for our entertainers as well as for us, and one that the community supports and enjoys.

B. Long Range Planning Committee. Committee will meet in January.

C. Retirement Gift. Aitken reported that she has called, but has not been able to get in touch with the person who could best suggest an appropriate gift.

D. Other.

## IX.

New Business

A. Personnel. The Minimum Wage has been increased to \$9.70 effective December 31, 2016. Motion by Carpinella, seconded by Downey, that the following pages' salary be increased to \$9.70 starting on December 31, 2016: Christopher Alfonso, Erin Hart, Madison Minnoe, Michael Scott, Greg Welcher, Elizabeth Wiecek, Cameron Beckley, Jacob Brown, Mackenzie Bruen.

Motion by Clarkson, seconded by Downey, to accept the resignation of Library Clerk Marianna Fikes effective December 1, 2016. Carried.

- X. Director's Report. Van Patten is searching for a Librarian Assistant. She sent out 14 letters to people that were in position 1, with a score of 100. She has interviewed the five best candidates and expects to offer the job to one by 01-01-17. Other Happenings: (1) Elevator quote was all inclusive; old components were removed and new ones were installed. (2) The Little Free Library's window was repaired. (3) Launch Pads designed for Libraries that can be repaired or replaced for one year to help students (and others) in Math, French, etc. Cost: \$3500.00.
- XI. Adjournment. Motion by Clarkson, seconded by Maguire, that the meeting be adjourned at 9:40 p.m. Carried. The next regular Board meeting will be held on Wednesday, December 14, 2016 at 7:30 p.m.

Respectfully submitted,

Craig Maguire, Secretary