

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