

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