

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 7i: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 19<sup>th</sup> at 10 a.m., with Thursday, November 21<sup>st</sup> 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 Friday, November 15<sup>th</sup> at 11 o’clock.

B. Long Range Plan 2012-2018. No meeting has been held to date. It was decided the Community Conversation 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 and staff training 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 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