

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – January 8, 2020

PRESENT: Craig Maguire, President; Mary Lou Carpinella, Margaret Van Patten, Library Director; Linda Clarkson, Edward McManus, Krista Wells, Secretary

ABSENT: Robert Manning, Vice-President; Barbara Aitken, Sue Downey

ALSO PRESENT: Abraham Morelli

The Board meeting was called to order by President Maguire at 7:53 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 12, 2019 meeting. The minutes were distributed and discussed. Manning stated that the motions in sections III. Treasurer's Report: Public Fund, IV. Treasurer's Report: Donation Fund, V. Bills: Public Fund, and VI. Bills: Donation Fund should state the bills were approved and accepted as presented. Motion by McManus, seconded by Clarkson, that the minutes be accepted as corrected. 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 of a timing issue that resulted in NSF charges. Tim contacted the bank and was able to get all charges reversed. Motion by McManus, seconded by Carpinella, that the Public Fund report as of 11/30/2019 be approved and accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report, dated January 8, 2020, was distributed and discussed. Motion by Clarkson, seconded by Carpinella, that the Donation Fund report dated January 8, 2020 be approved and accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable report for 12/11/2019-01/08/2020 was distributed and discussed. Van Patten reported that the expenditure for adult leap pads from Findaway World, LLC would garner a return of \$702.00 from an adult literacy grant. Motion by Clarkson,

seconded by McManus, that the bills for 12/11/19-01/08/2020 be approved and 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 the grant is awaiting approval from the State. No other updates at this time.
2. Monthly Energy Review. No information presented.

- B. Long Range Plan 2012-2019. Van Patten reported the community calendar is progressing. The site design has been selected. Rotary will donate \$500.00 towards the start up costs for the site. The next meeting will be held on January 9, 2020.

C. Other

Van Patten reviewed the Proposed 2021 MOU Changes Options with the Board. The suburban library directors will be meeting again to discuss the options outlined in the document and options to streamline services.

Van Patten provided a breakdown of the revenue from fines and fees for the past six (6) calendar years. A number of libraries currently do not charge fines on children's materials and some libraries do not charge Veterans fines.

The Barnes and Noble Book Fair resulted in a total realized gain of \$1551.00 for the library. This total is lower than last year. Last year resulted in fewer sales but more wish list donations. The library will be able to use the negotiated discount when purchasing books with the gift card. The total amount breaks down as follows:

Gift card from sales:	\$1095.00
Wish List donations:	\$ 436.00
Donation	\$ 20.00
Total	\$1551.00

IX. New Business

- A. Schedule Budget Meetings. The first budget meeting is scheduled for Tuesday, February 04, 2020.
- B. Trustee Training. Van Patten asked for input regarding Trustee Training. While tracking trustee education is not a requirement at this time, the State is looking to require at least 2 hours/year in trustee education for all trustees in the future. The Board is interested in a half day training format covering some of the following topics: trends in libraries, policies and procedures, and what every trustee must know. The Board discussed the possibility of having a standard training that new trustees could complete.

- X. Directors Report. Van Patten informed the Board that the instructor for the census training will be attending the staff meeting to provide information and answer questions. Bob has one computer ready in kiosk mode that is networked separately from the other library computers. This computer will be available for people wishing to complete the census.

The new Director for OCPL started this week. He will be visiting all of the libraries and may do a story time at each one.

A meeting has been scheduled for Monday, January 13, 2020 at 6:30 p.m. in Village Hall to review public and private parking issues.

McManus suggested having the nomination for the Subaru Loves Learning Initiative put in the Messenger.

- XI. Adjournment. Motion by McManus, seconded by Clarkson, that the meeting be adjourned at 9:15 p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, February 12, 2020 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary