

Board of Trustees

Minutes of Meeting – March 11, 2020

PRESENT: Craig Maguire, President; Barbara Aiken, Linda Clarkson, Susan Downey, Edward McManus, Abe Morelli, Donation Fund Treasurer; Margaret Van Patten, Library Director; Elizabeth Brainerd, Acting Secretary

ABSENT: Robert Manning, Vice-President; Mary Lou Carpinella

The Board meeting was called to order by President Maguire 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 February 12, 2020 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 January 31, 2020 Treasurer's Report for the public fund was distributed and discussed. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund Report dated March 11, 2020 was distributed and discussed. Morelli commented that the current CD rate of 2.25% is particularly good at this time. Motion by Clarkson, seconded by Downey, that the report be accepted as presented. Carried.
- V. Bills: Public Fund. The Bills Payable Report for 2/12/2020-3/11/2020 was presented and discussed. Van Patten explained that most of the costs for Key Bank were in connection with the recent conference attended in Nashville, Tenn. She also explained that the Michael Grimm Services amount was a deposit for seasonal work. The early payment to the General Fund was for three months health insurance and the Capital Fund payment was to reimburse the school district for payment made to King & King Architects on the library's behalf for the architectural drawings and specifications for the charging station. 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 reported the King & King agreement setting out the scope of services and payment schedule has been received. After discussion it was decided that the agreement would be given to Rosemary Bucci, the library's attorney, for review before signing. Van Patten reported the legal notices have been sent to the Post Standard and Messenger newspapers for publication and the building permits received. All pertinent documents have been sent to SED. A question and answer period explaining the project to the public will be held in the library March 24th at 3:30p.m. The deadline to submit bids for the project is 3:30 p.m. on April 9, 2020. Bids will be opened at 3:35 p.m.

2. Monthly Energy Review. The monthly energy reports were presented and discussed. It was determined that the usage was normal and following general trends.

B. Long Range Planning Committee. Van Patten reported there will be a public meeting to obtain input about library services from 9 a.m. to 12 or 12:30 p.m. on April 25th. Invitations have been sent to community organizations, businessmen, and other interested library patrons. SU School of Information Studies Professor Jill Hurst-Wahl will lead the discussion.

C. Annual Budget Vote and Trustee Election. Van Patten advised that the legal notices have appeared. The library is unable to have voting machines because of a conflict with the presidential primary and will use paper ballots. NOPL will loan the library its ballot boxes. Petitions for the position of board trustees are available. Van Patten discussed possible strategies for interesting the public in serving on the Board. Volunteers for each voting shift during the day have been obtained and the list of volunteers was presented. Motion by McManus, seconded by Downey, that the workers for the vote be approved. Carried.

IX New Business

A. 2020/2021 Budget Adoption. McManus presented and explained the proposed budget for the fiscal year ending June 30, 2021. The property tax amount estimated to be needed to meet the budget is \$1,500,700.00 and is less than the tax cap. The estimated increase in the tax rate is 0.01% and would have no impact on the tax rate. Motion by McManus, seconded by Aitken, that the budget of \$1,617,200 for the fiscal year ending June 30, 2021, with the amount of \$1,500,700.00 raised through property taxes, be approved. Carried.

- B. Tax Cap Update. Van Patten advised that since the Board had voted to override the tax cap at its past meeting, it would be necessary to rescind that action at the April meeting.
- C. Memorandum of Understanding. Van Patten advised that she has not yet received the Memorandum of Understanding from the School District but expects it soon and intends to send it with the Board mailing next month.
- D. Personnel. Van Patten explained that staff member Diane Holbert has tendered her resignation but would like to work on a part-time basis. Motion by McManus, seconded by Clarkson, that Diane Holbert be appointed Substitute Librarian I at a rate of \$19.00 per hour effective April 12, 2020. Carried.
- X. Director's Report. Van Patten reported she had received inquiries from a patron as to what the library was doing to prevent spread of the coronavirus and explained the library's procedures. She reported on the PLA conference she had recently attended and advised she will be sharing the information with her staff. She also explained how the library will be helping patrons with their Census responses on April 1st Census Day. A 25th anniversary celebration of the building will be held on Sunday October 25th from 2 to 4 p.m. and plans are being made.
- XI. Adjournment. Motion by Downey, seconded by McManus that the meeting be adjourned at 8:45 p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, April 14 at 7:30 p.m.

Respectfully submitted,

Elizabeth Brainerd, Acting Secretary