

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

PRESENT: Craig Maguire, President; Robert Manning, Vice-President; Mary Lou Carpinella, Linda Clarkson, Margaret Van Patten, Library Director; Barbara Aitken, Sue Downey, Edward McManus, Krista Wells, Secretary

NB: Due to COVID-19 pandemic NYS Law allowed for meeting attendance via videoconferencing. The following people attended via videoconferencing: Clarkson, Carpinella, Manning, McManus, Wells

The Board meeting was called to order by President Maguire at 7:38 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 March 11, 2020 and March 16, 2020. The minutes were distributed and discussed. Minutes of March 16, 2020 amended to show Susan Downey as absent.

Motion by Carpinella, seconded by Downey that the March 11, 2020 minutes be accepted as corrected. Carried.

Motion by Manning, seconded by Aitken that the March 16, 2020 minutes be accepted as corrected. Carried.

- III. Treasurer's Report: Public Fund. The Budget Status Report for 07/01/2019 – 2/29/2020 was distributed and discussed. Motion by Carpinella seconded by Clarkson that the Public Fund report as of 2/29/2020 be approved and accepted as presented. Carried.

- IV. Treasurer's Report: Donation Fund. The Donation Fund Report, dated April 1, 2020, was distributed and discussed. Motion by Downey, seconded by Clarkson that the Donation Fund Report dated April 1, 2020 be approved and accepted as presented. Carried.

- V. Bills: Public Fund. The Public Fund Bills Payable report for 03/11/2020-04/08/2020 was distributed and discussed. Motion by Clarkson, seconded by McManus that the bills for 03/11/20-04/08/2020 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. Manning reported the grant is awaiting final approval by the State. The bid window closes tomorrow (April 9, 2020) and the bids will be reviewed at that time. No contract will be awarded until the grant receives final approval. It is unclear if this project is classified as essential construction. If it is not, the project will be on hold until restrictions due to COVID-19 are lifted.

2. Monthly Energy Review. Manning reported that cumulative electric and natural gas usage amounts are tracking slightly lower than last year. Electric usage for March is significantly lower than prior years due to the COVID-19 shutdown.

B. Long Range Planning Committee Report. A meeting will be scheduled once current social distancing guidelines have been lifted.

C. Trustee Election and Budget Vote. Van Patten reported that notices have been sent out regarding the cancellation of the vote. Tentative dates for the rescheduled vote were discussed. Van Patten reported that there were no petitions received for the Trustee seat being vacated by Downey. Van Patten will gather additional information regarding the availability of the voting machines and required timing of the vote and report back to the Board at the May meeting.

Motion by Downey, seconded by Clarkson to change the date of the May Board of Trustees meeting to May 6, 2020. Carried.

D. Other

IX. New Business

A. Rescind Tax Cap. Motion by McManus, seconded by Clarkson, to rescind the motion made to override the tax cap at the December 12, 2019 board meeting. Carried.

B. Agreement with the Baldwinsville School District. The agreement with the Baldwinsville School District was discussed. Van Patten reported there have been no changes to the agreement over the past year. Motion by Manning, seconded by Carpinella to approve the agreement between the Baldwinsville School District and the Baldwinsville Public Library. Carried.

C. Personnel.

Motion by McManus, seconded by Downey that the Board accept, with regrets, the resignation of Cathleen Johnson, Clerk II, effective March 27, 2020.

X. Directors Report. Van Patten reported that online content usage has gone up in the past few weeks. Van Patten also reviewed the current policies for returned books. A number of Librarians are creating digital content for patrons on Facebook and YouTube. Library staff are also responding to phone calls and assisting patrons while working from home or in the Library following appropriate social distancing protocols.

XI. Adjournment. Motion by Downey, seconded by Aitken that the meeting be adjourned at 8:55 p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, May 6, 2020 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary