

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – June 12, 2020

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

Clarkson and Manning Joined via Zoom

ABSENT: Mary Lou Carpinella

The Board meeting was called to order by President Maguire at 7:47 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 May 6, 2020. The minutes were distributed and discussed. Motion by Downey, seconded by McManus that the May 6, 2020 minutes be accepted as presented. Carried.
- III. Treasurer's Report: Public Fund. The Budget Status Report for 07/01/2019 – 4/30/2020 was distributed and discussed. Motion by Clarkson seconded by Manning that the Public Fund report as of 4/30/2020 be approved and accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund Report dated June 1, 2020 was distributed and discussed. Motion by McManus, seconded by Downey that the Donation Fund Report dated June 1, 2020 be approved and accepted as presented. Carried
- V. Bills: Public Fund. The Public Fund Bills Payable report for 05/06/20-06/10/20 was distributed and discussed. Motion by Clarkson, seconded by Manning that the bills for 05/06/20-06/10/2020 in the amount of \$92,274.50 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.

a. Parking Lot. Manning reported there is no status change on the grant at this time. Manning reviewed the process if there is grant money left over after the parking lot construction project is complete. The Library would need to suggest another project to the State consistent with the parameters of the grant. The work would need to be completed within 3 years.

2. Monthly Energy Review. Overall, the Library is on track to stay within the budgeted amounts for energy usage.

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

C. Adjustment of Salaries Effective July 1, 2020. Van Patten reported that the voting guidelines issued by the Governor have changed. The School Districts' date to hold a vote is now June 16, 2020. The salaries for the 2020-2021 fiscal year must be approved and submitted to the School District before July 1, 2020. Motion by McManus, seconded by Downey, to approve new salaries effective July 1, 2020 if the budget passes, otherwise the current salaries will remain in effect. Carried.

D. Ruth Connell Award. The Ruth Connell Award will be reviewed at the July meeting.

E. Other. None

IX. New Business

A. Nominating Committee. The nominating committee members are Sue Downey, Craig Maguire, Linda Clarkson, and Bob Manning. The nominating committee will meet outside at the Potter's Pub following social distancing guidelines on June 23, 2020 at 11:00 a.m.

- B. Set Budget Vote Date for 2021. The Budget Vote date has been set as April 29, 2021.
- C. Insurance Policy. The insurance policy renewal was discussed. The new policy contains the cyber coverage added this year. Motion by McManus, seconded by Downey to renew the current insurance policy. Carried.
- D. BPL Safety Plan. Van Patten distributed and discussed the BPL Safety Plan. The plan will be reviewed by Van Patten and Nancy Howe on a weekly basis. Updates will be made as needed to follow current guidance. Any updates will be tracked for the Board to approve at the next regularly scheduled meeting. Motion by Downey, seconded by McManus to accept the BPL Safety Plan. Carried.
- E. Personnel. Motion by McManus, seconded by Downey to accept the following resignations: Rachel Geraty, Clerk, effective June 19, 2020; Rachel Pierce, Page, effective May 26, 2020; Cassidy Muhl, Page, effective June 17, 2020. Carried.
- F. Late Fees. Postponed.
- X. Directors Report. Van Patten reported curbside pickup is going well. When a request is made for children's materials, the staff include a baggie that has craft projects for the children. Van Patten reported that all Summer programs will be held virtually. Van Patten reported the staff is back to working their regular number of hours.
- McManus recognized Downey and the Board thanked her for her 24 years of service.
- XI. Adjournment. Motion by McManus, seconded by Downey that the meeting by adjourned at 9:08 p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, July 8, 2020 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary