

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

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

Manning joined via Zoom.

ABSENT: Barbara Aitken

- I. The Board meeting was called to order by Secretary Wells at 7:38 p.m.
- II. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members of library matters.
- III. Oath of Office for Newly-Elected Trustees. Trustee-elect Schmutz signed the Oath of Office.
- IV. Report of the Nominating Committee and Election of Officers. Maguire provided the Board with the Nominating Committee's report. Craig Maguire for President and Linda Clarkson for Vice President. No additional nominations were made. Motion by Maguire, seconded by Carpinella that Craig Maguire be elected President and Linda Clarkson be elected Vice-President. Carried.
- V. Organizational Details
  - A. Monthly Meeting Night. Motion by McManus, seconded by Clarkson to set the regular monthly meeting night as the second Wednesday of the month. Carried.
  - B. Official Newspaper. Motion by Clarkson, seconded by Carpinella to set the official newspaper as the Messenger. Carried.
  - C. Appoint Public and Donation Fund Treasurers.
    1. Motion by Carpinella, seconded by Clarkson to appoint Tim Lynch as Public Fund Treasurer. Carried.
    2. Motion by Carpinella, seconded by Clarkson to appoint Abe Morelli as Donation Fund Treasurer. Carried.
  - D. Appoint Secretary. Motion by Manning, seconded by McManus to appoint Krista Wells as Secretary. Carried

- E. Attorney. Motion by McManus, seconded by Manning to appoint Rosemary Bucci as Attorney. Carried.

Secretary Wells turned the meeting over to President Maguire.

- VI. Disposition of Minutes of June 12, 2020 meeting. The minutes were distributed and discussed. Motion by Manning, seconded by Carpinella that the minutes be accepted as presented. Carried.

- VII. Treasurer's Report – Public Fund. The official end of year Public Fund report has not been completed yet. Van Patten was able to print out current reports. These reports were distributed and discussed.

Motion by McManus, seconded by Manning that the Public Fund report as of 05/31/2020 be approved and accepted as presented. Carried.

- VIII. Treasurer's Report – Donation Fund. The Donation Fund report dated June 1, 2020 was distributed and discussed. Motion by Manning, seconded by McManus that the Donation Fund report as of June 1, 2020 be approved and accepted as presented. Carried.

- IX. Bills – Public Fund. The bills for June 10, 2020 to June 30, 2020 and July 1, 2020 to July 8, 2020 were distributed and discussed. Van Patten stated that the July 1, 2020 to July 8, 2020 Bills Payable report was missing a bill for Flipster in the amount of \$8,671.16. Van Patten asked that the report be approved with the inclusion of the Flipster invoice.

Motion by Carpinella, seconded by Clarkson that the bills for June 10, 2020 to June 30, 2020 be approved and accepted as presented. Carried.

Motion by Carpinella, seconded by McManus that the bills for July 1, 2020 to July 8, 2020 be approved and accepted with the inclusion of the \$8,671.16 invoice from Flipster. Carried.

- X. Bills – Donation Fund. The Donation Fund bills were discussed. Motion by Manning, seconded by McManus that the Donation Fund bills be approved and accepted as presented. Carried.

- XI. Public Comments. Library Patron Miranda McDermott. thanked the Board for being able to sit in on the meeting.

## XII. Old Business.

### A. Updates

1. Library Construction Grants. Manning reported that the grant has been unofficially approved and sent to the State to await funding. Manning reiterated that a new application would need to be submitted within the confines of the grant specifications for any monies left after the completion of the parking lot.
2. Monthly Energy Review. There continues to be a downward trend in energy usage. Compared to last year, total usage is down two (2) percent.

B. Long Range Plan. No updates.

C. Other. Maguire updated the Board regarding a fogging cleaning system.

## XIII. New Business

A. Petty Cash – Postage Asset Account. Motion by McManus, seconded by Clarkson that the Petty Cash and Postage Asset Accounts both be set up with \$200. Carried.

B. Purchasing Agents. Motion by Carpinella, seconded by Schmutz that Meg Van Patten, Cindy Snyder, Nancy Howe, and Meghan Roberts be authorized to sign Purchase Orders. Carried.

C. Year-End Budget Transfers. Van Patten distributed and discussed proposed year-end budget transfers. Motion by McManus, seconded by Clarkson to approve and accept the Year-End Budget Transfers as presented.

D. Encumbrances. None.

### E. Personnel.

1. Motion by Carpinella, seconded by McManus, that the Board accept the resignation of Rachel Hemund, part-time Library Clerk, effective June 19, 2020. Carried

2. Motion by Carpinella, seconded by McManus that the Board appoint Jacquie Owens as Librarian I at \$41,000.00 per year, effective July 1, 2020. Carried

F. Emergency Contacts. There was no change to the Emergency Contacts list. Motion by Carpinella, seconded by Clarkson to approve and accept the Emergency Contacts. Carried.

G. Late Fees. Van Patten requested this item be moved to the August Board meeting.

XIV. Directors Report. Van Patten reported that Morelli provided the renewal options for the Donation Fund CD. The current CD expires July 17, 2020. There are two options: 6 months at .15% and 12 months at .25%. Morelli's recommendation is to do the 6 month CD in the hopes that by January the rates will improve. Motion by Clarkson, seconded by McManus that the Donation Fund CD be renewed for 6 months at .15%. Carried.

Van Patten reported that the Library started opening to the public on July 6, 2020. She reviewed the policies and procedures in place to ensure proper social distancing. All soft chairs and toys have been removed. Some toys may be put back out once there is a system in place to quickly and efficiently sanitize them. All summer reading programs are now virtual and in-person programming is on track to start after Labor Day.

XV. Adjournment. Motion by Schmutz, seconded by McManus that the meeting be adjourned at 8:56 p.m. Carried. The next Board meeting will be held on Wednesday, August 1, 2020 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary