

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – August 5, 2020

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

The Board meeting was called to order by President Maguire at 8:28 p.m. following a presentation by Jeff Crooke from Hill & Markes.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members of library matters.
- II. Disposition of Minutes of July 8, 2020 meeting. The minutes were distributed and discussed. Motion by McManus, seconded by Schmutz that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. No report provided.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report was discussed. Van Patten reported a donation in the amount of \$300.00 was received in memory of Robert Manning. Motion by McManus, seconded by Carpinella that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for July 8, 2020 to August 5, 2020 were distributed and discussed. Motion by Schmutz, seconded by Clarkson that the bills for July 8, 2020 to August 5, 2020 be approved and accepted as presented. Carried.
- VI. Bills – Donation Fund. The Donation Fund bills were discussed. Van Patten reported the purchase of a book titled "Hidden From our Eyes." The funds for the purchase were donated by a patron. Motion by Schmutz, seconded by Carpinella that the Donation Fund bills be approved and accepted as presented. Carried.
- VII. Public Comments. None.
- VIII. Old Business.
 - A. Updates

1. Library Construction Grants. Van Patten reported the State has requested additional information regarding the parking lot project. Van Patten has an appointment to get the information needed into the portal.
2. Monthly Energy Review. No energy charts provided.

B. Long Range Plan. No updates.

C. Late Fees. Van Patten reported that many libraries have suspended late fees through the end of the calendar year. The Board reviewed revenue generated from fees and fines for the past few years. Motion by Carpinella, seconded by Schmutz to suspend fines for overdue books and materials through December 31, 2020. Carried.

IX. New Business

A. Personnel.

1. Motion by Carpinella, seconded by Clarkson, that the Board accept the resignation of Taylor Savage, Page, effective June 26, 2020. Carried
2. Motion by McManus, seconded by Clarkson, that the Board accept the resignation of Cynthia Falise, Clerk, effective July 24, 2020. Carried
3. Motion by Clarkson, seconded by McManus, that the Board appoint Audrey Benton, Brendan Reilly, and Colin Delaney as Pages, at \$11.80 per hour, effective August 3, 2020. Carried

B. Clorox 360. The presentation given by Jeff Crooke of Hill & Markes was discussed by the Board. Current policies and procedures for cleaning and disinfection were also discussed. Van Patten reported that Susan Downey has offered to donate funds for new equipment and supplies needed due to Covid-19. Motion by Schmutz, seconded by Carpinella, to purchase the Clorox 360 machine and two (2) cases of the cleaning solution. Carried.

- X. Director's Report. Van Patten reported that many library systems are having their funds from the State cut by 20%. Van Patten also reported that some city branches are being approached by schools requesting to use meeting space. Van Patten reported the phased opening is going well, capacity is limited to 25 patrons at a time. At this time, all returned materials are held in quarantine for four (4) days.

Maguire will begin providing the energy review using a condensed data set. Van Patten will continue working on the construction grant. Carpinella and Clarkson will take over planning the Barnes and Noble Book Fair.

The Board observed a moment of silence in memory of Library Board Member Robert Manning.

- XI. Adjournment. Motion by Carpinella, seconded by Aitken that the meeting be adjourned at 9:44 p.m. Carried. The next Board meeting will be held on Wednesday, September 9, 2020 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary