

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – September 9, 2020

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

ABSENT: Barbara Aitken, Mary Schmutz

The Board meeting was called to order by President Maguire at 7:42 p.m.

- I. Disposition of Minutes of August 5, 2020 meeting. The minutes were distributed and discussed. Motion by Clarkson, seconded by Carpinella that the minutes be accepted as presented. Carried.
- 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. Treasurer's Report – Public Fund. Van Patten reported that there was no balance sheet provided. The previous fiscal year is still being finalized. Motion by McManus, seconded by Carpinella, to table the vote until the report is complete. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report was discussed. Van Patten reported a donation in the amount of \$8,000.00 was received from Sue Downey for the purchase of the Clorox 360 machine and additional expenses related to COVID-19. Motion by McManus, seconded by Clarkson, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The updated bills for July 8, 2020 to August 5, 2020 and the bills for August 5, 2020 to September 9, 2020 were distributed and discussed. Van Patten reported that two bills were missing from the July 8, 2020 to August 5, 2020 totals. Motion by Carpinella, seconded by McManus, that the corrections to the July 8, 2020 to August 5, 2020 be approved and accepted as presented.

Motion by Carpinella, seconded by McManus that the bills for August 5, 2020 to September 9, 2020 be approved and accepted as presented.  
Carried.

- VI. Bills – Donation Fund. The Donation Fund bills were discussed. Van Patten reported the Clorox 360 machine has come in and the cleaning solution should arrive next week. Once the solution arrives, a representative will come train the staff on how to use the machine. It was discussed that payment for the Clorox 360 will be provided once training is complete. Motion by Clarkson, 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 initial paperwork for next year's grant has been completed. The Board discussed options for the current year grant and it was decided to not submit the paperwork for next year's grant. Maguire expressed concerns regarding the timing of the parking lot construction. It is possible the project will not be able to be started until the asphalt plants reopen in the spring. McManus stated that the funds for the construction grant may not get released until next year.
- B. Monthly Energy Review. No reports provided.
- C. Other. The Ruth Connell Award was discussed. Van Patten will get nomination forms to the staff and a date will be set for October.
- IX. New Business
- A. Bob Manning Resolution.
- Motion by McManus, seconded by Clarkson, that the Board adopt the following:
- A Resolution Honoring the Contributions of Robert Manning to the Baldwinsville Public Library:
- Whereas**, Robert Manning served faithfully as a Trustee of the Baldwinsville Public Library system from 2006 to 2020, and served as the Vice President of the Board of Trustees from 2012 to 2018 and

**Whereas**, the library world and all of us have lost a true friend and advocate

**Whereas**, his dedication to exploring ways to enhance the library facility and obtain grants to enable to enhancements

**Whereas**, his wisdom, his dedication to public service, his focus on best practices and lessons learned and his desire to strive for continuous improvement earned him the respect and admiration of all of his colleagues; now, therefore be it

**Resolved**, that the Board of Trustees of the Baldwinsville Public Library unanimously acknowledge the distinguished service and contributions of Robert Manning, and be it further

**Resolved** that the Board of Trustees and staff of the Baldwinsville Public Library express their deepest sympathy to his wife Alice and his family on the loss of a great man and a special friend of the Baldwinsville Public Library.

Carried.

B. Board Vacancy. A new trustee must be appointed by the Board until the next voting cycle. At that point, the appointed trustee can run to be elected for the remainder of the term. The Board discussed possible new trustees.

C. Personnel.

1. Motion by Carpinella, seconded by Clarkson, that the Board appoint Anna Dobkowski, as Library Assistant, at \$15.00 per hour, effective September 9, 2020. Carried
2. Motion by Clarkson, seconded by McManus, that the Board accept the resignation of Serena Schaeber, Page, effective August 22, 2020. Carried
3. Motion by Clarkson, seconded by McManus, that the Board appoint Wendy Dickens, as Page, at \$11.80 per hour, effective August 31, 2020. Carried

4. Motion by Clarkson, seconded by McManus, that the Board appoint Monica Gilhooly, as Library Clerk, at \$13.00 per hour, effective August 17, 2020. Carried
  5. Motion by Clarkson, seconded by McManus, that the Board appoint Marilyn Volz, as Library Clerk, at \$13.00 per hour, effective August 17, 2020. Carried
- X. Director's Report. Van Patten reported that OCPL may have additional cuts to their budget. It is unclear at this time when or how any additional cuts would affect the Library. Van Patten reported that new filters have been ordered for the climate control systems. The systems can currently only handle up to an 11 MER filter. Those filters have been ordered and will be installed when they come in. Maguire spoke about looking in to updating the ducts to handle a higher level of filtration.
- XI. Adjournment. Motion by Clarkson, seconded by Carpinella that the meeting be adjourned at 9:01 p.m. Carried. The next Board meeting will be held on Wednesday, October 14, 2020 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary