

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – November 11, 2020

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

ABSENT: Barbara Aitken

The Board meeting was called to order by President Maguire at 7:35 p.m.

The Board observed a moment of silence in honor of Veterans Day.

- 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 October 14, 2020 meeting. The minutes were distributed and discussed. Motion by Carpinella, seconded by Schmutz that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Budget Status Report for 7/1/2020 - 9/30/2020 was distributed and discussed. Motion by McManus, seconded by Clarkson that the Public Funds report for Cycle 3- 7/1/2020 – 9/30/20 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated November 1, 2020 was distributed and discussed. Motion by McManus, seconded by Clarkson, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for October 14, 2020 to November 11, 2020 were distributed and discussed. Motion by Clarkson, seconded by Carpinella, that the bills for October 14, 2020 to November 11, 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. Van Patten reported that the architect has spoken with the contractor and the contractor will not be able to start the parking lot project until Spring. The stated labor price will be honored and the asphalt is subject to the price escalation clause. The Board should have the updated contract to sign in December.
2. Monthly Energy Review. The energy reports were distributed and discussed. Energy usage is tracking closely with the previous years.
3. Fundraiser: Barnes and Noble Book Fair: The Book Fair will be in-store the Saturday following Thanksgiving and online for five (5) days starting that same day. Barnes and Noble will provide the Library with a code to use in promoting the event. The Library will not be able to hold events in store as in prior years. It is possible the Library can set up a table near the back of the store. Van Patten will provide the Board with the performance numbers for prior book fairs.

B. OCPL Update: Interlibrary loans remain unavailable. Van Patten reported the suburban library directors have been meeting to review and update the Memorandum of Understanding (MOU). The group is gathering a list of current issues to present to county legislators.

C. Other. Van Patten reported the Clorox 360 machine is working well and there are currently no changes to the cleaning plan. Van Patten also reported that the State is requiring a "Continuation of Service" plan to be submitted in April of 2021. A draft will be presented to the Board at the December meeting. Updated guidance from the State on essential workers seems to indicate that some personnel would be able to work on-site in the event of another closure (such as custodial staff).

IX. New Business

A. Personnel.

1. Motion by Carpinella, seconded by Clarkson, that the Board accept the resignation of Mary Diamond, Page, effective 11/13/20. Carried

2. Van Patten proposed a salary range to use when canvassing for the Library Clerk I position vacated by Cathleen Johnson. Motion by Carpinella, seconded by Clarkson, that the Board approve a salary range of \$27,300 to \$31,200 for the Library Clerk I position. Carried.

- B. Holiday Schedule. Van Patten proposed a 2021 Holiday Schedule with the same number of holidays as 2020. Motion by McManus, seconded by Schmutz, to approved the proposed 2021 Holiday Schedule. Carried.
- C. Tax Cap Resolution. Motion by McManus, seconded by Clarkson that the following resolution be adopted:

“RESOLVED that, pursuant to general municipal law section 3-c(5), the board of trustees of the Baldwinsville Public Library overrides for the July 1, 2020 – June 30, 2021 fiscal year, the tax levy limit imposed by municipal law section 3-c(3).”

6 in favor, 0 opposed, 1 abstentions/absence. Motion carried.

- D. Resolution Authorizing Participation in Energy Purchasing Service. Motion by McManus, seconded by Schmutz that the following resolution be adopted:

“RESOLVED that, the Board of Trustees of the Baldwinsville Public Library authorizes participation in the cooperative energy purchasing service (NYSMEC) for electricity.

6 in favor, 0 opposed, 1 abstentions/absence. Motion carried.

- E. Oath of Office for Bruce Jones. Interim trustee Bruce Jones signed the Oath of Office.

- F. Christmas Gifts. Motion by Schmutz, seconded by Jones, to purchase gift cards in the amount of \$50.00 for Abe Morelli, Mike Conway, Mary Crego, Sylvia Scharlatt and Krista Wells. Carried.

- X. Director’s Report. Van Patten reported that Nancy Howe will provide required Sexual Harassment training for the Board at the beginning of the December meeting. The need to document the roles and responsibilities

(including where and how those responsibilities are carried out) for the various levels of service was discussed. Van Patten stated she will have a team start this process immediately and should have a rough draft within a week. A sub-committee will be formed to review the documentation.

- XI. Adjournment. Motion by Carpinella, seconded by Clarkson that the meeting be adjourned at 9:25 p.m. Carried. The next Board meeting will be held on Wednesday, December 9, 2020 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary