

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

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

ABSENT: Barbara Aitken, Mary Schmutz, Krista Wells, Secretary

ALSO PRESENT: Nancy Howe

The Board meeting was called to order by President Maguire at 7:33 p.m.

- 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. Sexual Harassment Training. Nancy Howe completed Sexual Harassment Training for all those present.
- III. Disposition of Minutes of November 11, 2020 meeting. The minutes were distributed and discussed. Motion by Clarkson, seconded by Jones that the minutes be accepted as presented. Carried.
- IV. Treasurer's Report – Public Fund. The Budget Status Reports for 7/1/2020 -10/31/2020 was distributed and discussed. Motion by McManus, seconded by Clarkson that the Public Funds reports for Cycle 4- 7/1/2020 – 10/31/20 be accepted as presented. Carried.
- V. Treasurer's Report – Donation Fund. The Donation Fund report dated December 1, 2020 was discussed. Motion by Carpinella, seconded by McManus, that the Donation Fund report be approved and accepted as presented. Carried.
- VI. Bills – Public Fund. The updated bills for November 11, 2020 to December 9, 2020 were distributed and discussed. Motion by Clarkson, seconded by Jones, that the bills for November 11, 2020 to December 9, 2020 be approved and accepted as presented. Carried.

- VII. Bills – Donation Fund. A bill in the amount of \$300.00 for a memorial book donation and Christmas gift cards was presented. Motion by McManus, seconded by Carpinella that the Donation Fund bill be approved and accepted as presented. Carried.
- VIII. Public Comments. None.
- IX. Old Business.
- A. Updates
1. Library Construction Grants. The Board instructed Van Patten to sign the Award of Contract for King + King Project #19-44-6662. The Board approved amending the library budget to create a revenue line in the library revenue to reflect the parking lot money. The state check for \$259,875.00 will be deposited in that line. In addition the expenditure line is to be amended to include add a budget of \$259,875.00 in the parking lot account code. Motion by McManus, seconded by Clarkson. Carried.
  2. Monthly Energy Review. The energy report was presented and reviewed.
  3. Fundraiser: Barnes and Noble Book Fair: The results of the Book Fair are not yet available.
- B. OCPL: Van Patten provided an update of the OCPL system services and the suburban directors concerns in regard to fewer deliveries, no cataloger, no inter library loan out of Onondaga County and communication gaps.
- C. Fines: The Board approved extending the suspension all fines until the end of March 2021. Motion by McManus, seconded by Jones. Carried.
- D. BPL safety and Continuity of Service Plan: After completing the Sexual Harassment training Nancy Howe went over the BPL Safety and Continuity of Service Plan which is in development. This plan will set up Library procedures for green, yellow, orange and red zone designation. Van Patten asked the Board to review the plan and send any suggested revisions to Van Patten and Howe.
- E. Other:
1. Policy Manual. Van Patten requested that the Policy Committee, which had suspended during the COVID shutdown, reconvene. She will coordinate a meeting with fellow committee members Carpinella, Clarkson and Howe.

X. New Business

A. Personnel.

1. Motion by Carpinella, seconded by Clarkson, that the Board accept the resignation of Monica Gilhooly, Clerk I, effective 12/9/20. Carried.
2. Motion by Carpinella, seconded by Clarkson to approve the appointment of Grace Gilhooly as full time Clerk I effective December 14, 2020 at a salary of \$31,200.00 a year.

- B. Trustee Oath. Section E of the By Laws were amended to add “The Baldwinsville Board of Trustees gives the Board Secretary the authority to witness the administration of the Oath of Office.” Motion by Carpinella to amend the By Laws, seconded by McManus. Carried.

XI. Director’s Report. No additional business was presented.

- XII. Adjournment. Motion by Clarkson, seconded by McManus that the meeting be adjourned at 9:28 p.m. Carried. The next Board meeting will be held on Wednesday, January 13, 2021 at 7:30 p.m.

Respectfully submitted.

Craig Maguire, Secretary Pro-tem