

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – January 13, 2021

PRESENT: Craig Maguire, President; Linda Clarkson, Vice-President; Bruce Jones, Edward McManus (via Zoom), Mary Schmutz, Margaret Van Patten, Library Director

ABSENT: Barbara Aitken, Mary Lou Carpinella, Krista Wells, Secretary

The Board meeting was called to order by President Maguire at 7:37 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. Disposition of Minutes of December 9, 2020 meeting. The minutes were distributed and discussed. Motion by Clarkson, seconded by Jones, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Budget Status Reports for 7/1/2020 -11/30/2020 was distributed and discussed. Motion by McManus, seconded by Schmutz, that the Public Funds reports for Cycle 5- 7/1/2020 – 11/30/20 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated January 1, 2021 was discussed. Motion by McManus, seconded by Schmutz, that the CD in the amount of \$109,287.30 be renewed. Motion by Clarkson, seconded by Jones, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The updated bills for December 9, 2020 to January 13, 2021 were distributed and discussed. Motion by Clarkson, seconded by McManus, that the bills for December 9, 2020 to January 13, 2021 be approved and accepted as presented. Carried.
- VI. Bills – Donation Fund. A bill in the amount of \$184.19 for Clorox 360 sanitizing solution was presented. Motion by Schmutz, seconded by Clarkson that the Donation Fund bill be approved and accepted as presented. Carried.
- VII. Public Comments. None.
- VIII. Old Business.

- A. Updates
1. Library Construction Grants. The Board approved the contract for the parking lot construction. Motion by McManus, seconded by Jones. Carried.
 2. Monthly Energy Review. The energy report was presented and reviewed. The increase in therms in December will be brought to Cooney's attention as it may relate to the boiler cycling.
 3. Fundraiser: Barnes and Noble Book Fair: A gift card in the amount of \$70.94 was received from Barnes & Noble. Clarkson and Carpinella will contact the store to book a date for this year's fundraiser.
 4. The Continuation of Service/Health & Safety Plan: It was reviewed by the Board. Motion by Jones, seconded by McManus to approve the Continuation of Service/Health & Safety Plan. Carried.
- IX. New Business
- A. Schedule Budget Meetings. Proposed dates for budget meetings will be emailed to Maguire and McManus by Van Patten.
 - B. Trustee Training. Trustees are now required to complete two hours of training each year. The training will be recorded in the library's Annual Report.
- X. Executive Session. The Board went into Executive Session at 8:45 pm to discuss a personnel matter. The session ended at 9:05 pm.
- XI. Adjournment. Motion by Schmutz, seconded by Jones that the meeting be adjourned at 9:08 p.m. Carried. The next Board meeting will be held on Wednesday, February 10, 2021 at 7:30 p.m.

Respectfully submitted.

Craig Maguire, Secretary Pro-tem