

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – March 10, 2021

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

EXCUSED: Mary Lou Carpinella

The Board meeting was called to order by President Maguire at 7:35 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 February 10, 2021 meeting. The minutes were distributed and discussed. Motion by Clarkson, 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 - 1/31/2021 was distributed and discussed. Motion by Schmutz, seconded by Clarkson that the Public Funds report for Cycle 7 - 7/1/2020 – 1/31/21 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated March 1, 2021 was distributed and discussed. Motion by Clarkson, seconded by Schmutz, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for February 10, 2021 to March 10, 2021 were distributed and discussed. Motion by Schmutz, seconded by Clarkson, that the bills for February 10, 2021 to March 10, 2021 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. The quote for the charging unit, installation, and service plan was discussed. Motion by Clarkson, seconded by Jones to approve and accept the quote. Carried.
  - a. Charging Station Fees. Van Patten reviewed the charging fees currently in place for local charging units. Motion by Jones, seconded by Schmutz to charge \$0.15 per Kwh. Carried.
2. Monthly Energy Use Review. Energy usage remains on par with previous years.

B. Long Range Planning Committee. No updates at this time.

C. Annual Budget Vote and Trustee Election.

1. Details Review. Van Patten reviewed the notices being posted for the budget vote and trustee election. She detailed the terms open for election.
2. Election and Public Strategy. Van Patten stated that flyers will be made up and distributed to the public with the proposed budget.
3. Approve Election Inspectors' Salaries. Van Patten reviewed the salaries for election inspectors. Motion by Schmutz, seconded by Jones, to set the election inspectors' wage to \$15.00 per hour. Carried.
4. Budget Presentation to the Public. The budget presentation to the public will be held on April 14, 2021 at 7:25 p.m.

D. Continuation of Service Plan/Health & Safety Plan Update. The Continuation of Service Plan/Health & Safety Plan update distributed at the February meeting was discussed. Motion by Jones, seconded by Clarkson, to accept and approve the Continuation of Service Plan/Health & Safety Plan Updates. Carried.

E. Fine Free. Van Patten reviewed the current fine strategies at local branches. Motion by Clarkson, seconded by Schmutz, to extend the "fine free" period until June 30, 2021.

F. Other. None.

IX. New Business

- A. 2021/2022 Budget Adoption. The 2021/2022 proposed budget was distributed and discussed. Motion by Clarkson, seconded by Jones, to accept and approve the budget as presented. Carried.
- B. Tax Cap Update. To be reviewed at the April 14, 2021 board meeting.
- C. Memorandum of Understanding. Van Patten distributed a copy of the 2020/2021 MOU between the Baldwinsville Central School District and the library. The 2021-2022 agreement is to be approved at the April 14, 2021 board meeting.
- D. Purchasing Policy. The purchasing policy was discussed. Motion by Schmutz, seconded by Clarkson, to send any purchase over \$20,000 or any service over \$35,000 out for bid. Carried.
- E. Personnel. None.
- F. Approve Annual Report. The annual report was distributed and discussed. The report is compiled and sent to the state by March 30, 2021. Motion by Clarkson, seconded by Schmutz, to accept and approve the Annual Report. Carried.
- G. Other. None.
- X. Director's Report. Van Patten reported that she will propose a plan for continuing to operate during the construction at the next board meeting.
- XI. Adjournment. Motion by Clarkson, seconded by Jones that the meeting be adjourned at 9:30 p.m. Carried. The next Board meeting will be held on Wednesday, April 14, 2021 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary