

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – January 8, 2020

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

ABSENT: Robert Manning, Vice-President; Barbara Aitken, Sue Downey

ALSO PRESENT: Abraham Morelli

The Board meeting was called to order by President Maguire at 7:53 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members or library matters.
- II. Disposition of Minutes of December 12, 2019 meeting. The minutes were distributed and discussed. Manning stated that the motions in sections III. Treasurer's Report: Public Fund, IV. Treasurer's Report: Donation Fund, V. Bills: Public Fund, and VI. Bills: Donation Fund should state the bills were approved and accepted as presented. Motion by McManus, seconded by Clarkson, that the minutes be accepted as corrected. Carried.
- III. Treasurer's Report: Public Fund. The Budget Status Report for 07/01/2019 – 11/30/2019 was distributed and discussed. Van Patten informed the Board of a timing issue that resulted in NSF charges. Tim contacted the bank and was able to get all charges reversed. Motion by McManus, seconded by Carpinella, that the Public Fund report as of 11/30/2019 be approved and accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report, dated January 8, 2020, was distributed and discussed. Motion by Clarkson, seconded by Carpinella, that the Donation Fund report dated January 8, 2020 be approved and accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable report for 12/11/2019-01/08/2020 was distributed and discussed. Van Patten reported that the expenditure for adult leap pads from Findaway World, LLC would garner a return of \$702.00 from an adult literacy grant. Motion by Clarkson,

seconded by McManus, that the bills for 12/11/19-01/08/2020 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 the grant is awaiting approval from the State. No other updates at this time.
- 2. Monthly Energy Review. No information presented.

- B. Long Range Plan 2012-2019. Van Patten reported the community calendar is progressing. The site design has been selected. Rotary will donate \$500.00 towards the start up costs for the site. The next meeting will be held on January 9, 2020.

C. Other

Van Patten reviewed the Proposed 2021 MOU Changes Options with the Board. The suburban library directors will be meeting again to discuss the options outlined in the document and options to streamline services.

Van Patten provided a breakdown of the revenue from fines and fees for the past six (6) calendar years. A number of libraries currently do not charge fines on children's materials and some libraries do not charge Veterans fines.

The Barnes and Noble Book Fair resulted in a total realized gain of \$1551.00 for the library. This total is lower than last year. Last year resulted in fewer sales but more wish list donations. The library will be able to use the negotiated discount when purchasing books with the gift card. The total amount breaks down as follows:

Gift card from sales:	\$1095.00
Wish List donations:	\$ 436.00
Donation	\$ 20.00
Total	\$1551.00

IX. New Business

- A. Schedule Budget Meetings. The first budget meeting is scheduled for Tuesday, February 04, 2020.
- B. Trustee Training. Van Patten asked for input regarding Trustee Training. While tracking trustee education is not a requirement at this time, the State is looking to require at least 2 hours/year in trustee education for all trustees in the future. The Board is interested in a half day training format covering some of the following topics: trends in libraries, policies and procedures, and what every trustee must know. The Board discussed the possibility of having a standard training that new trustees could complete.

- X. Directors Report. Van Patten informed the Board that the instructor for the census training will be attending the staff meeting to provide information and answer questions. Bob has one computer ready in kiosk mode that is networked separately from the other library computers. This computer will be available for people wishing to complete the census.

The new Director for OCPL started this week. He will be visiting all of the libraries and may do a story time at each one.

A meeting has been scheduled for Monday, January 13, 2020 at 6:30 p.m. in Village Hall to review public and private parking issues.

McManus suggested having the nomination for the Subaru Loves Learning Initiative put in the Messenger.

- XI. Adjournment. Motion by McManus, seconded by Clarkson, that the meeting be adjourned at 9:15 p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, February 12, 2020 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – February 12, 2020

PRESENT: Craig Maguire, President; Margaret Van Patten, Library Director; Barbara Aitken, Sue Downey, Edward McManus, Krista Wells, Secretary

ABSENT: Robert Manning, Vice-President; Mary Lou Carpinella, Linda Clarkson

ALSO PRESENT: Abraham Morelli

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 or library matters.
- II. Disposition of Minutes of January 8, 2019 meeting. The minutes were distributed and discussed. Motion by McManus, seconded by Downey, that the minutes be accepted as corrected. Carried.
- III. Treasurer's Report: Public Fund. The Budget Status Report for 07/01/2019 – 12/31/2019 was distributed and discussed. Van Patten has reached out to Tim to inquire about the pension information. Motion by Downey seconded by McManus, that the Public Fund report as of 12/31/2019 be approved and accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund report, dated February 12, 2020, was distributed and discussed. Motion by Downey, seconded by McManus, that the Donation Fund report dated February 12, 2020 be approved and accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable report for 01/08/2020-02/12/2020 was distributed and discussed. Motion by McManus, seconded by Downey, that the bills for 01/08/20-02/12/2020 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 the grant has received approval from the Office of Facilities Planning (OFP) Electrical Engineer and Project Architect. The grant has been forwarded to the OFP Project Manager for final approval. Maguire suggested the electric vehicle charging stations be installed in such a way as to allow easy expansion in the future.
2. Monthly Energy Review. Van Patten reported natural gas usage went down for the month of January. This is attributed to the warmer than average temperatures.

B. Long Range Plan 2012-2019. The next meeting will be held on February 13, 2020.

C. Other

IX. New Business

- A. Trustee Election and Budget Vote. Sue Downey's term is ending this year, she will not be seeking re-election. Van Patten reviewed the status of the required letters and notices regarding the Trustee Election and Budget vote. Petitions must be submitted by March 24, 2020. A public meeting will be held at 7:25 p.m. on Wednesday, April 8, 2020. The final budget must be approved at the April 8, 2020 board meeting.
- B. Summer Concert Series. Van Patten reported that previous funding for the Summer Concert Series, funded in part by the Library, was handled by the Town of Lysander. The new Town Supervisor and the town's lawyer have reviewed this practice and determined the Town of Lysander cannot continue to solicit donations for legal reasons. As a 501c3 entity, the Friends of the Library can solicit donations. The Friends will take over ownership of the Summer Concert Series bank account. Donations will be deposited to this account and checks will be issued for the Summer Concert Series. The management of this account will be by an assistant treasurer.

- C. Ruth Connell Award. The date for the Ruth Connell Award will be May 28, 2020.
- D. Personnel.
Motion by McManus, seconded by Downey that the Board accept, with regrets, the resignation of Diane Holbert, Reference Librarian, effective March 31, 2020.
- E. Annual Report. Van Patten reviewed the report and notes associated with it. Motion by McManus, seconded by Downey, to approve the Baldwinsville Public Library Annual Report for Public and Association Libraries – 2019. Carried.
- X. Directors Report. Van Patten informed the Board about First Amendment Auditors. Van Patten also informed the Board of an apparent attempt at censorship. Van Patten will review library policies regarding these two issues with the staff at the next staff meeting.
- XI. Adjournment. Motion by Downey, seconded by McManus, that the meeting be adjourned at 8:42 p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, March 11, 2020 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Board of Trustees

Minutes of Meeting – March 11, 2020

PRESENT: Craig Maguire, President; Barbara Aiken, Linda Clarkson, Susan Downey, Edward McManus, Abe Morelli, Donation Fund Treasurer; Margaret Van Patten, Library Director; Elizabeth Brainerd, Acting Secretary

ABSENT: Robert Manning, Vice-President; Mary Lou Carpinella

The Board meeting was called to order by President Maguire at 7:30 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members or library matters.
- II. Disposition of Minutes of February 12, 2020 meeting. The minutes were distributed and discussed. Motion by McManus, seconded by Downey, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report: Public Fund. The January 31, 2020 Treasurer's Report for the public fund was distributed and discussed. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund Report dated March 11, 2020 was distributed and discussed. Morelli commented that the current CD rate of 2.25% is particularly good at this time. Motion by Clarkson, seconded by Downey, that the report be accepted as presented. Carried.
- V. Bills: Public Fund. The Bills Payable Report for 2/12/2020-3/11/2020 was presented and discussed. Van Patten explained that most of the costs for Key Bank were in connection with the recent conference attended in Nashville, Tenn. She also explained that the Michael Grimm Services amount was a deposit for seasonal work. The early payment to the General Fund was for three months health insurance and the Capital Fund payment was to reimburse the school district for payment made to King & King Architects on the library's behalf for the architectural drawings and specifications for the charging station. Motion by Clarkson, seconded by Downey, that the report be accepted as presented. Carried.
- VI. Bills: Donation Fund. No bills were presented.
- VII. Public Comments. None

VIII. Old Business

A. Updates`

1. Library Construction Grants. VanPatten reported the King & King agreement setting out the scope of services and payment schedule has been received. After discussion it was decided that the agreement would be given to Rosemary Bucci, the library's attorney, for review before signing. Van Patten reported the legal notices have been sent to the Post Standard and Messenger newspapers for publication and the building permits received. All pertinent documents have been sent to SED. A question and answer period explaining the project to the public will be held in the library March 24th at 3:30p.m. The deadline to submit bids for the project is 3:30 p.m. on April 9, 2020. Bids will be opened at 3:35 p.m.

2. Monthly Energy Review. The monthly energy reports were presented and discussed. It was determined that the usage was normal and following general trends.

B. Long Range Planning Committee. Van Patten reported there will be a public meeting to obtain input about library services from 9 a.m. to 12 or 12:30 p.m. on April 25th. Invitations have been sent to community organizations, businessmen, and other interested library patrons. SU School of Information Studies Professor Jill Hurst-Wahl will lead the discussion.

C. Annual Budget Vote and Trustee Election. Van Patten advised that the legal notices have appeared. The library is unable to have voting machines because of a conflict with the presidential primary and will use paper ballots. NOPL will loan the library its ballot boxes. Petitions for the position of board trustees are available. Van Patten discussed possible strategies for interesting the public in serving on the Board. Volunteers for each voting shift during the day have been obtained and the list of volunteers was presented. Motion by McManus, seconded by Downey, that the workers for the vote be approved. Carried.

IX New Business

A. 2020/2021 Budget Adoption. McManus presented and explained the proposed budget for the fiscal year ending June 30, 2021. The property tax amount estimated to be needed to meet the budget is \$1,500,700.00 and is less than the tax cap. The estimated increase in the tax rate is 0.01% and would have no impact on the tax rate. Motion by McManus, seconded by Aitken, that the budget of \$1,617,200 for the fiscal year ending June 30, 2021, with the amount of \$1,500,700.00 raised through property taxes, be approved. Carried.

- B. Tax Cap Update. Van Patten advised that since the Board had voted to override the tax cap at its past meeting, it would be necessary to rescind that action at the April meeting.
- C. Memorandum of Understanding. Van Patten advised that she has not yet received the Memorandum of Understanding from the School District but expects it soon and intends to send it with the Board mailing next month.
- D. Personnel. Van Patten explained that staff member Diane Holbert has tendered her resignation but would like to work on a part-time basis. Motion by McManus, seconded by Clarkson, that Diane Holbert be appointed Substitute Librarian I at a rate of \$19.00 per hour effective April 12, 2020. Carried.
- X. Director's Report. Van Patten reported she had received inquiries from a patron as to what the library was doing to prevent spread of the coronavirus and explained the library's procedures. She reported on the PLA conference she had recently attended and advised she will be sharing the information with her staff. She also explained how the library will be helping patrons with their Census responses on April 1st Census Day. A 25th anniversary celebration of the building will be held on Sunday October 25th from 2 to 4 p.m. and plans are being made.
- XI. Adjournment. Motion by Downey, seconded by McManus that the meeting be adjourned at 8:45 p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, April 14 at 7:30 p.m.

Respectfully submitted,

Elizabeth Brainerd, Acting Secretary

Board of Trustees

Minutes of Meeting – March 16, 2020

PRESENT: Craig Maguire, President; Barbara Aiken, Linda Clarkson, Edward McManus and Robert Manning via Conference Call; Margaret Van Patten, Library Director; a library patron

ABSENT: Mary Lou Carpinella, Susan Downey

The Board meeting was called to order by President Maguire at 7:10 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members or library matters.
- II. New Business
 - A. Library Closing Due to Virus Outbreak. Motion by McManus, seconded by Aitken to closed effective March 16, 2020 at 9pm until further notice. Carried. The due dates for materials will be extended to April 15, 2020 and fines related to the shutdown will be waived.
 - B. Staff Wages. Motion by McManus, seconded by Clarkson to continue to pay the staff during the shut down for the hours that they are budgeted whether they are working in the library, at home or not at all. Carried.
 - C. Other Business. Notices of the closing will be sent to the media along with posting on social media and the entrance doors.
- III. Public Comments. A patron asked if someone would be answering the phone. The library phone will be answered Monday through Friday from 9am to 5pm.
- XI. Adjournment. Motion by McManus, seconded by Clarkson that the meeting be adjourned at 7:45 p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, April 8 at 7:30 p.m.

Respectfully submitted,

Margaret Van Patten, Acting Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – April 8, 2020

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

NB: Due to COVID-19 pandemic NYS Law allowed for meeting attendance via videoconferencing. The following people attended via videoconferencing: Clarkson, Carpinella, Manning, McManus, Wells

The Board meeting was called to order by President Maguire at 7:38 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members or library matters.
- II. Disposition of Minutes of March 11, 2020 and March 16, 2020. The minutes were distributed and discussed. Minutes of March 16, 2020 amended to show Susan Downey as absent.

Motion by Carpinella, seconded by Downey that the March 11, 2020 minutes be accepted as corrected. Carried.

Motion by Manning, seconded by Aitken that the March 16, 2020 minutes be accepted as corrected. Carried.

- III. Treasurer's Report: Public Fund. The Budget Status Report for 07/01/2019 – 2/29/2020 was distributed and discussed. Motion by Carpinella seconded by Clarkson that the Public Fund report as of 2/29/2020 be approved and accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund Report, dated April 1, 2020, was distributed and discussed. Motion by Downey, seconded by Clarkson that the Donation Fund Report dated April 1, 2020 be approved and accepted as presented. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable report for 03/11/2020-04/08/2020 was distributed and discussed. Motion by Clarkson, seconded by McManus that the bills for 03/11/20-04/08/2020 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. Manning reported the grant is awaiting final approval by the State. The bid window closes tomorrow (April 9, 2020) and the bids will be reviewed at that time. No contract will be awarded until the grant receives final approval. It is unclear if this project is classified as essential construction. If it is not, the project will be on hold until restrictions due to COVID-19 are lifted.

2. Monthly Energy Review. Manning reported that cumulative electric and natural gas usage amounts are tracking slightly lower than last year. Electric usage for March is significantly lower than prior years due to the COVID-19 shutdown.

B. Long Range Planning Committee Report. A meeting will be scheduled once current social distancing guidelines have been lifted.

C. Trustee Election and Budget Vote. Van Patten reported that notices have been sent out regarding the cancellation of the vote. Tentative dates for the rescheduled vote were discussed. Van Patten reported that there were no petitions received for the Trustee seat being vacated by Downey. Van Patten will gather additional information regarding the availability of the voting machines and required timing of the vote and report back to the Board at the May meeting.

Motion by Downey, seconded by Clarkson to change the date of the May Board of Trustees meeting to May 6, 2020. Carried.

D. Other

IX. New Business

A. Rescind Tax Cap. Motion by McManus, seconded by Clarkson, to rescind the motion made to override the tax cap at the December 12, 2019 board meeting. Carried.

B. Agreement with the Baldwinsville School District. The agreement with the Baldwinsville School District was discussed. Van Patten reported there have been no changes to the agreement over the past year. Motion by Manning, seconded by Carpinella to approve the agreement between the Baldwinsville School District and the Baldwinsville Public Library. Carried.

C. Personnel.

Motion by McManus, seconded by Downey that the Board accept, with regrets, the resignation of Cathleen Johnson, Clerk II, effective March 27, 2020.

X. Directors Report. Van Patten reported that online content usage has gone up in the past few weeks. Van Patten also reviewed the current policies for returned books. A number of Librarians are creating digital content for patrons on Facebook and YouTube. Library staff are also responding to phone calls and assisting patrons while working from home or in the Library following appropriate social distancing protocols.

XI. Adjournment. Motion by Downey, seconded by Aitken that the meeting be adjourned at 8:55 p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, May 6, 2020 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – May 6, 2020

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

ABSENT: Barbara Aitken

NB: Due to COVID-19 pandemic NYS Law allowed for meeting attendance via videoconferencing. The following people attended via videoconferencing: Clarkson, Carpinella, Manning, McManus

The Board meeting was called to order by President Maguire at 7:38 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members or library matters.
- II. Disposition of Minutes of April 8, 2020. The minutes were distributed and discussed. Motion by McManus, seconded by Downey that the April 8, 2020 minutes be accepted as corrected. Carried.
- III. Treasurer's Report: Public Fund. The Budget Status Report for 07/01/2019 – 3/31/2020 was distributed and discussed. Motion by Carpinella seconded by Clarkson that the Public Fund report as of 3/31/2020 be approved and accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. No Donation Report provided. Van Patten reported a \$50 donation with no restrictions. Motion by Clarkson, seconded by Downey that the \$50.00 donation be accepted. Carried.
- V. Bills: Public Fund. The Public Fund Bills Payable Report dated 4/08/20 -5/06/20. Motion by Downey, seconded by Manning that the bills for 04/08/20-05/06/2020 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.

a. Parking Lot. Manning reported there is no status change on the grant at this time. King & King is aware no contract will be awarded until the grant has been accepted.

b. Next Grant Cycle. Van Patten has submitted a notice of intent to file for the next cycle construction grant. Van Patten reported replacing the cooling tower will cost around \$50,000.00.

2. Monthly Energy Review. The energy data has not been released by National Grid at this time.

B. Long Range Planning Committee Report. A meeting will be scheduled once current social distancing guidelines have been lifted.

C. Trustee Election and Budget Vote. Van Patten reported that the voting guidelines issued by the Governor have changed. School Districts are required to hold a vote on June 9, 2020 by absentee ballot only. Some libraries are allowed to hold a vote in September. September would be too late to submit tax rates. An allowance is made for the Library to go on the School District's ballot, however there is concern with this method at the School District. Van Patten has submitted a question via the "Ask A Lawyer" program to see what options are available to the Library.

D. Other – Ruth Connell Award. The Ruth Connell Award was discussed by the Board. Motion by Downey, seconded by Manning to temporarily delay the Ruth Connell Award until the Library is re-opened and operations normalized. Carried.

IX. New Business

A. COVID-19 Reopening Plan. Van Patten discussed the various committees that have been working towards a unified re-opening plan for the county libraries. McMahon announced that county

operated libraries would be opening May 26, 2020 as part of the county's phased re-opening plan. Van Patten stated the Library would be ready to open for curbside pickup by that date. She also reported that plexiglass has been purchased to fabricate sneeze guards. The sneeze guards would be installed prior to any patrons having access to the Library building.

Motion by McManus, seconded by Downey to open the Library in coordination with the Central Libraries. Carried.

- X. Directors Report. Van Patten reported that online content usage has gone up in the past few weeks. A number of librarians are creating digital content for patrons on Facebook and YouTube. Library staff are also responding to phone calls and assisting patrons while working from home or in the Library following appropriate social distancing protocols.
- XI. Adjournment. Motion by Downey, seconded by Clarkson that the meeting be adjourned at 9:05 p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, June 10, 2020 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – June 12, 2020

PRESENT: Craig Maguire, President; Linda Clarkson, Vice-President; Barbara Aitken, Robert Manning, Margaret Van Patten, Library Director; Sue Downey, Edward McManus, Krista Wells, Secretary

Clarkson and Manning Joined via Zoom

ABSENT: Mary Lou Carpinella

The Board meeting was called to order by President Maguire at 7:47 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members or library matters.
- II. Disposition of Minutes of May 6, 2020. The minutes were distributed and discussed. Motion by Downey, seconded by McManus that the May 6, 2020 minutes be accepted as presented. Carried.
- III. Treasurer's Report: Public Fund. The Budget Status Report for 07/01/2019 – 4/30/2020 was distributed and discussed. Motion by Clarkson seconded by Manning that the Public Fund report as of 4/30/2020 be approved and accepted as presented. Carried.
- IV. Treasurer's Report: Donation Fund. The Donation Fund Report dated June 1, 2020 was distributed and discussed. Motion by McManus, seconded by Downey that the Donation Fund Report dated June 1, 2020 be approved and accepted as presented. Carried
- V. Bills: Public Fund. The Public Fund Bills Payable report for 05/06/20-06/10/20 was distributed and discussed. Motion by Clarkson, seconded by Manning that the bills for 05/06/20-06/10/2020 in the amount of \$92,274.50 be approved and accepted as presented. Carried.
- VI. Bills: Donation Fund. No bills presented.
- VII. Public Comments. None.
- VIII. Old Business.

A. Updates1. Library Construction Grants.

- a. Parking Lot. Manning reported there is no status change on the grant at this time. Manning reviewed the process if there is grant money left over after the parking lot construction project is complete. The Library would need to suggest another project to the State consistent with the parameters of the grant. The work would need to be completed within 3 years.

2. Monthly Energy Review. Overall, the Library is on track to stay within the budgeted amounts for energy usage.

- B. Long Range Planning Committee Report. A meeting will be scheduled once current social distancing guidelines have been lifted.

- C. Adjustment of Salaries Effective July 1, 2020. Van Patten reported that the voting guidelines issued by the Governor have changed. The School Districts' date to hold a vote is now June 16, 2020. The salaries for the 2020-2021 fiscal year must be approved and submitted to the School District before July 1, 2020. Motion by McManus, seconded by Downey, to approve new salaries effective July 1, 2020 if the budget passes, otherwise the current salaries will remain in effect. Carried.

- D. Ruth Connell Award. The Ruth Connell Award will be reviewed at the July meeting.

- E. Other. None

IX. New Business

- A. Nominating Committee. The nominating committee members are Sue Downey, Craig Maguire, Linda Clarkson, and Bob Manning. The nominating committee will meet outside at the Potter's Pub following social distancing guidelines on June 23, 2020 at 11:00 a.m.

- B. Set Budget Vote Date for 2021. The Budget Vote date has been set as April 29, 2021.
- C. Insurance Policy. The insurance policy renewal was discussed. The new policy contains the cyber coverage added this year. Motion by McManus, seconded by Downey to renew the current insurance policy. Carried.
- D. BPL Safety Plan. Van Patten distributed and discussed the BPL Safety Plan. The plan will be reviewed by Van Patten and Nancy Howe on a weekly basis. Updates will be made as needed to follow current guidance. Any updates will be tracked for the Board to approve at the next regularly scheduled meeting. Motion by Downey, seconded by McManus to accept the BPL Safety Plan. Carried.
- E. Personnel. Motion by McManus, seconded by Downey to accept the following resignations: Rachel Geraty, Clerk, effective June 19, 2020; Rachel Pierce, Page, effective May 26, 2020; Cassidy Muhl, Page, effective June 17, 2020. Carried.
- F. Late Fees. Postponed.
- X. Directors Report. Van Patten reported curbside pickup is going well. When a request is made for children's materials, the staff include a baggie that has craft projects for the children. Van Patten reported that all Summer programs will be held virtually. Van Patten reported the staff is back to working their regular number of hours.
- McManus recognized Downey and the Board thanked her for her 24 years of service.
- XI. Adjournment. Motion by McManus, seconded by Downey that the meeting by adjourned at 9:08 p.m. Carried. The next regularly scheduled Board meeting will be held on Wednesday, July 8, 2020 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – July 8, 2020

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

Manning joined via Zoom.

ABSENT: Barbara Aitken

- I. The Board meeting was called to order by Secretary Wells at 7:38 p.m.
- 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. Oath of Office for Newly-Elected Trustees. Trustee-elect Schmutz signed the Oath of Office.
- IV. Report of the Nominating Committee and Election of Officers. Maguire provided the Board with the Nominating Committee's report. Craig Maguire for President and Linda Clarkson for Vice President. No additional nominations were made. Motion by Maguire, seconded by Carpinella that Craig Maguire be elected President and Linda Clarkson be elected Vice-President. Carried.
- V. Organizational Details
 - A. Monthly Meeting Night. Motion by McManus, seconded by Clarkson to set the regular monthly meeting night as the second Wednesday of the month. Carried.
 - B. Official Newspaper. Motion by Clarkson, seconded by Carpinella to set the official newspaper as the Messenger. Carried.
 - C. Appoint Public and Donation Fund Treasurers.
 1. Motion by Carpinella, seconded by Clarkson to appoint Tim Lynch as Public Fund Treasurer. Carried.
 2. Motion by Carpinella, seconded by Clarkson to appoint Abe Morelli as Donation Fund Treasurer. Carried.
 - D. Appoint Secretary. Motion by Manning, seconded by McManus to appoint Krista Wells as Secretary. Carried

- E. Attorney. Motion by McManus, seconded by Manning to appoint Rosemary Bucci as Attorney. Carried.

Secretary Wells turned the meeting over to President Maguire.

- VI. Disposition of Minutes of June 12, 2020 meeting. The minutes were distributed and discussed. Motion by Manning, seconded by Carpinella that the minutes be accepted as presented. Carried.
- VII. Treasurer's Report – Public Fund. The official end of year Public Fund report has not been completed yet. Van Patten was able to print out current reports. These reports were distributed and discussed.

Motion by McManus, seconded by Manning that the Public Fund report as of 05/31/2020 be approved and accepted as presented. Carried.

- VIII. Treasurer's Report – Donation Fund. The Donation Fund report dated June 1, 2020 was distributed and discussed. Motion by Manning, seconded by McManus that the Donation Fund report as of June 1, 2020 be approved and accepted as presented. Carried.
- IX. Bills – Public Fund. The bills for June 10, 2020 to June 30, 2020 and July 1, 2020 to July 8, 2020 were distributed and discussed. Van Patten stated that the July 1, 2020 to July 8, 2020 Bills Payable report was missing a bill for Flipster in the amount of \$8,671.16. Van Patten asked that the report be approved with the inclusion of the Flipster invoice.

Motion by Carpinella, seconded by Clarkson that the bills for June 10, 2020 to June 30, 2020 be approved and accepted as presented. Carried.

Motion by Carpinella, seconded by McManus that the bills for July 1, 2020 to July 8, 2020 be approved and accepted with the inclusion of the \$8,671.16 invoice from Flipster. Carried.

- X. Bills – Donation Fund. The Donation Fund bills were discussed. Motion by Manning, seconded by McManus that the Donation Fund bills be approved and accepted as presented. Carried.
- XI. Public Comments. Library Patron Miranda McDermott. thanked the Board for being able to sit in on the meeting.

XII. Old Business.

A. Updates

1. Library Construction Grants. Manning reported that the grant has been unofficially approved and sent to the State to await funding. Manning reiterated that a new application would need to be submitted within the confines of the grant specifications for any monies left after the completion of the parking lot.
2. Monthly Energy Review. There continues to be a downward trend in energy usage. Compared to last year, total usage is down two (2) percent.

B. Long Range Plan. No updates.

C. Other. Maguire updated the Board regarding a fogging cleaning system.

XIII. New Business

A. Petty Cash – Postage Asset Account. Motion by McManus, seconded by Clarkson that the Petty Cash and Postage Asset Accounts both be set up with \$200. Carried.

B. Purchasing Agents. Motion by Carpinella, seconded by Schmutz that Meg Van Patten, Cindy Snyder, Nancy Howe, and Meghan Roberts be authorized to sign Purchase Orders. Carried.

C. Year-End Budget Transfers. Van Patten distributed and discussed proposed year-end budget transfers. Motion by McManus, seconded by Clarkson to approve and accept the Year-End Budget Transfers as presented.

D. Encumbrances. None.

E. Personnel.

1. Motion by Carpinella, seconded by McManus, that the Board accept the resignation of Rachel Hemund, part-time Library Clerk, effective June 19, 2020. Carried

2. Motion by Carpinella, seconded by McManus that the Board appoint Jacquie Owens as Librarian I at \$41,000.00 per year, effective July 1, 2020. Carried

F. Emergency Contacts. There was no change to the Emergency Contacts list. Motion by Carpinella, seconded by Clarkson to approve and accept the Emergency Contacts. Carried.

G. Late Fees. Van Patten requested this item be moved to the August Board meeting.

XIV. Directors Report. Van Patten reported that Morelli provided the renewal options for the Donation Fund CD. The current CD expires July 17, 2020. There are two options: 6 months at .15% and 12 months at .25%. Morelli's recommendation is to do the 6 month CD in the hopes that by January the rates will improve. Motion by Clarkson, seconded by McManus that the Donation Fund CD be renewed for 6 months at .15%. Carried.

Van Patten reported that the Library started opening to the public on July 6, 2020. She reviewed the policies and procedures in place to ensure proper social distancing. All soft chairs and toys have been removed. Some toys may be put back out once there is a system in place to quickly and efficiently sanitize them. All summer reading programs are now virtual and in-person programming is on track to start after Labor Day.

XV. Adjournment. Motion by Schmutz, seconded by McManus that the meeting be adjourned at 8:56 p.m. Carried. The next Board meeting will be held on Wednesday, August 1, 2020 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – August 5, 2020

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

The Board meeting was called to order by President Maguire at 8:28 p.m. following a presentation by Jeff Crooke from Hill & Markes.

- 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 July 8, 2020 meeting. The minutes were distributed and discussed. Motion by McManus, seconded by Schmutz that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. No report provided.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report was discussed. Van Patten reported a donation in the amount of \$300.00 was received in memory of Robert Manning. Motion by McManus, seconded by Carpinella that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for July 8, 2020 to August 5, 2020 were distributed and discussed. Motion by Schmutz, seconded by Clarkson that the bills for July 8, 2020 to August 5, 2020 be approved and accepted as presented. Carried.
- VI. Bills – Donation Fund. The Donation Fund bills were discussed. Van Patten reported the purchase of a book titled "Hidden From our Eyes." The funds for the purchase were donated by a patron. Motion by Schmutz, 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 State has requested additional information regarding the parking lot project. Van Patten has an appointment to get the information needed into the portal.
2. Monthly Energy Review. No energy charts provided.

B. Long Range Plan. No updates.

C. Late Fees. Van Patten reported that many libraries have suspended late fees through the end of the calendar year. The Board reviewed revenue generated from fees and fines for the past few years. Motion by Carpinella, seconded by Schmutz to suspend fines for overdue books and materials through December 31, 2020. Carried.

IX. New Business

A. Personnel.

1. Motion by Carpinella, seconded by Clarkson, that the Board accept the resignation of Taylor Savage, Page, effective June 26, 2020. Carried
2. Motion by McManus, seconded by Clarkson, that the Board accept the resignation of Cynthia Falise, Clerk, effective July 24, 2020. Carried
3. Motion by Clarkson, seconded by McManus, that the Board appoint Audrey Benton, Brendan Reilly, and Colin Delaney as Pages, at \$11.80 per hour, effective August 3, 2020. Carried

B. Clorox 360. The presentation given by Jeff Crooke of Hill & Markes was discussed by the Board. Current policies and procedures for cleaning and disinfection were also discussed. Van Patten reported that Susan Downey has offered to donate funds for new equipment and supplies needed due to Covid-19. Motion by Schmutz, seconded by Carpinella, to purchase the Clorox 360 machine and two (2) cases of the cleaning solution. Carried.

- X. Director's Report. Van Patten reported that many library systems are having their funds from the State cut by 20%. Van Patten also reported that some city branches are being approached by schools requesting to use meeting space. Van Patten reported the phased opening is going well, capacity is limited to 25 patrons at a time. At this time, all returned materials are held in quarantine for four (4) days.

Maguire will begin providing the energy review using a condensed data set. Van Patten will continue working on the construction grant. Carpinella and Clarkson will take over planning the Barnes and Noble Book Fair.

The Board observed a moment of silence in memory of Library Board Member Robert Manning.

- XI. Adjournment. Motion by Carpinella, seconded by Aitken that the meeting be adjourned at 9:44 p.m. Carried. The next Board meeting will be held on Wednesday, September 9, 2020 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

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

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – October 14, 2020

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

ABSENT: Barbara Aitken, Krista Wells, Secretary

ALSO PRESENT: Bruce Jones

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

- I. Disposition of Minutes of September 9, 2020 meeting. The minutes were distributed and discussed. Motion by McManus, seconded by Carpinella that the minutes be accepted as presented. Carried.

Introduction of and discussion with Bruce Jones, candidate for Board member. Motion to approve Bruce Jones as BPL Board member through 6/30/21 by Schmutz, seconded by Carpinella. 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. The Budget Status Reports for 7/1/2020 - 7/31/2020 and 7/1/2020 – 8/31/2020 were distributed and discussed. Motion by McManus, seconded by Clarkson that the Public Funds reports for Cycle 1- 7/1/2020 – 7/31/20 and Cycle 2 – 7/1/20 – 8/31/20 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated October 1, 2020 was discussed. Motion by McManus, seconded by Schmutz, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The updated bills for September 9, 2020 to October 14, 2020 were distributed and discussed. Motion by Clarkson, seconded by Carpinella, that the bills for September 9, 2020 to October 14, 2020 be approved and accepted as presented. Carried.

- VI. Bills – Donation Fund. A bill in the amount of \$267.30 for disinfectant cleaner for the electrostatic sprayer was presented. Motion by McManus, seconded by Carpinella 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 Construction Grant awards are expected to be announced at the end of this week.
 2. Monthly Energy Review. It was agreed to go back five years in the energy bill report.
 3. Fundraiser: Barnes and Noble Book Fair: We can still promote the book fair scheduled for November 28, 2020, but there can be no live entertainment. Guidelines for the event will be available at the end of next week.
- B. Parking Lot Update: See Library Construction Grant.
- C. OCPL Update: OCPL staff went from 183 to 49. Interlibrary loans are not available and original cataloguing has been suspended. The branches are due to open at the beginning of November. They will work in teams to staff the libraries. One branch will be open three days and the other two days depending on need.
- D. Ruth Connell Award: The award ceremony will be held October 22 at 8 am. The Board discussed giving Susan Downey, former Board member, a benefactor certificate and a plaque to be hung in the library in honor of her many contributions to and continuing support of the library.
- IX. New Business
- A. Personnel.
1. Motion by McManus, seconded by Carpinella, that the Board accept the resignation of Maria Jordan, Page, effective 9/22/20. Carried

- X. Director's Report. Van Patten reported that Tully has gone fine free permanently. Our very successful September bag book sale raised \$2400.30 so far. The LLSA payment has been received by OCPL and Baldwinsville Library is scheduled to receive \$10,339.00. Julia Schult received a CLRC New Innovations Grant to purchase equipment to create a virtual reality tour kit that will circulate.
- XI. Adjournment. Motion by Schmutz, seconded by Carpinella that the meeting be adjourned at 9:01 p.m. Carried. The next Board meeting will be held on Wednesday, November 11, 2020 at 7:30 p.m.

Respectfully submitted.

Craig Maguire, Secretary Pro-tem

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

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