

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – April 14, 2021

PRESENT: Craig Maguire, President; Mary Lou Carpinella; Mary Schmutz, Bruce Jones, Margaret Van Patten, Library Director; Krista Wells, Secretary

EXCUSED: Linda Clarkson, Vice-President

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 of library matters.
- II. Disposition of Minutes of March 10, 2021 meeting. The minutes were distributed and discussed. Motion by Jones, seconded by Carpinella that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Budget Status Report for 7/1/2020 - 3/31/2021 was distributed and discussed. Motion by Carpinella, seconded by Jones that the Public Funds report for Cycle 9 - 7/1/2020 – 3/31/21 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated April 1, 2021 was distributed and discussed. Motion by Schmutz, seconded by Jones, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for March 10, 2021 to April 14, 2021 were distributed and discussed. Motion by Schmutz, seconded by Carpinella, that the bills for March 10, 2021 to April 14, 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. Van Patten reported that the architect (King & King) believe the Library is prepared for the project. Washington Street Partners (WSP) has agreed to a catch basin with a tie in to the drainage system for the library. WSP will cover the cost for the work associated with the catch basin and tie in. The project start date is May 3, 2021 and is projected to take approximately three (3) to four (4) weeks. Van Patten reviewed the changes in operation that will occur while the parking lot is under construction. She is currently looking for a lockable book drop box to rent or borrow during construction. Van Patten and Maguire reviewed the current status of the cooling tower and the discussions they have had regarding rebuilding/replacing the unit. Currently, Cooney is reporting a 16 week lead time to get a new unit. The project will need to be put out for bid due to the cost. Once the bid packets have been received, a decision will need to be made quickly.
 2. Monthly Energy Use Review. Energy usage remains on par with previous years. Maguire stated that data points were added to the graphs to indicate when LEDs were installed.
- B. Trustee Election and Budget Vote. Van Patten reported that there is a person running (unopposed) for each of the five (5) board seats.
- C. Agreement Between the Library and 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 Jones, seconded by Schmutz to approve the agreement between the Baldwinsville School District and the Baldwinsville Public Library. Carried.
- D. Safety Plan Review. Van Patten informed the board of some updates to the safety procedures. Temperature checks are no longer being performed. Patrons are still required to sign in. Returned books are being held in quarantine for four (4) days. This may eventually be reduced. Based on current recommendations from the Centers for Disease Control (CDC), books do not need to be held in quarantine. The libraries are slowly reducing the quarantine period to avoid overwhelming the circulation system with books. Cleaning protocols are unchanged, but may be reduced in

the future based on guidance from local and national health agencies.

E. Purchasing Policy. Van Patten reviewed the items of the purchasing policy that were awaiting board approval.

			Verbal Quotes	At Least 2 Written Quotes	Bid Required
Purchase Contracts					
	Under \$10,750		X		
	\$10,751-\$11,500			X	
	\$11,501-\$14,000				X
	\$14,001-\$19,999				X
	\$20,000 and up				X
Public Work Contracts					
	Under \$12,000		X		
	\$12,001-\$20,000				X
	\$20,001-\$34,999				X
	\$35,000 and up				X
Emergencies		The methods of solicitation for these types of procurements vary depending on the circumstances encountered.			
Sole Source		The methods of solicitation for these types of procurements vary depending on the circumstances encountered.			
Professional Services		The methods of solicitation for these types of procurements vary depending on the circumstances encountered.			
Electronic Resources (e.g. Databases, e-Content)		The methods of solicitation for these types of procurements vary depending on the circumstances encountered.			

Motion by Jones, seconded by Carpinella, to approve and accept the Bid/Quote Schedule presented. Carried

F. Other. Trustee Election Staff. Motion by Schmutz, seconded by Carpinella, to approve election voting specialists Mary Crego and Ron Waterbury; election volunteers Norma Widmann, Lynn Rosentell, Mark Bossert, and Holly Bossert; and alternate Jenny Doane. Carried.

IX. New Business

A. Rescind Tax Cap. Motion by Jones, seconded by Schmutz, to rescind the motion made to override the tax cap at the November 11, 2020 board meeting. Carried.

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

B. Personnel. None.

- X. Director's Report. Van Patten reported that all Onondaga County Public Library System (OCPL) full time employees that were furloughed have returned to work. Part time employees may be able to return soon. Some OCPL branches are still operating at reduced hours due to having to share staff. Van Patten reviewed the current state of the Memorandum of Understanding (MOU) and renegotiation issues. She stated that the OCPL Board has brought Jerry Nichols in to assist in resolving the issues related to updating the MOU to be acceptable to all parties.
- XI. Adjournment. Motion by Carpinella, seconded by Schmutz that the meeting be adjourned at 9:20 p.m. Carried. The next Board meeting will be held on Wednesday, May 12, 2021 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary