

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – May 12, 2021

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

ALSO PRESENT: Lauren Russett

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 April 14, 2021 meeting. The minutes were distributed and discussed. Motion by Schmutz, seconded by Jones that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Budget Status Report for 7/1/2020 - 4/30/2021 has not been provided.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated May 1, 2021 was distributed and discussed. Van Patten reported donations to purchase children's books were made in memory of Maryella Annal and Heather Merrill. Motion by Clarkson, seconded by Carpinella, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for April 14, 2021 to May 12, 2021 were distributed and discussed. Van Patten reviewed the staff responsible for purchasing each type of content and how the encumbered amounts are used throughout the fiscal year. Motion by Carpinella, seconded by Clarkson, that the bills for April 14, 2021 to May 12, 2021 be approved and accepted as presented. Carried.
- VI. Bills – Donation Fund. The Donation Fund bills were presented and discussed. Van Patten reported \$50.00 reimbursement to Library for purchase of children's books in memory of Maryella Annal. Motion by Clarkson, seconded by Schmutz, that the Donation Fund bills be approved and accepted as presented. Carried.

VII. Public Comments. Carpinella shared a comment from friends who have noticed the “Total Saved” section at the bottom of their library receipt. They believe this is a great addition.

VIII. Old Business.

A. Updates

1. Library Construction Grants.

a. Parking Lot. Van Patten reported that the project is scheduled to start May 17, 2021. Van Patten stated she was able to obtain a mobile book drop from Fayetteville. Maguire stated he has contacted the owner of Washington Street Partners (WSP) regarding the cost for the portion of the project that will occur on their property to resolve the drainage issue. WSP questioned the amount and Maguire responded with an explanation of the steps taken to reduce costs. At this time, no response has been received from WSP. Van Patten reviewed the status of the cooling tower and indicated the project will go out for bid as soon as possible.

b. Next Grant Cycle. Van Patten stated she would like to submit a grant application to have the children’s area updated. Browser bins would replace some of the current shelving units making it easier for children to flip through books. When the library was built, it had blueprints drawn up for a section of a canal boat to be built in the children’s area but was unable to raise funds for the construction. Van Patten would like to include this project in the grant for next year.

2. Monthly Energy Use Review. Energy usage is trending under the best historical markers.

B. Annual Budget Vote and Trustee Election. Van Patten reported that the vote went well. The library had to mail absentee ballots to residents on the county’s permanent absentee ballot list. The final tally was 150 Yes votes, 13 No votes.

C. Health and Safety Plan. Van Patten reported the occupancy number has been increased by the State, but the library has not implemented that yet. The Clorox360 machine, sanitizer, and gloves are still in use. Some chairs have been put out, socially distanced, and toys that can be easily cleaned have been put out.

D. Other. None.

IX. New Business

A. Personnel. Motion by Jones, seconded by Clarkson, to appoint: Andrew Klein, Page, effective 5/3/21 at a salary of \$12.50 per hour; Mary Gilhooly, Page, effective 5/3/21 at a salary of \$12.50 per hour; Milo Austin, Page, effective 5/4/21 at a salary of \$12.50 per hour; Wendy Dickens, Clerk, effective 5/4/21 at a salary of \$13.00 per hour. Carried.

B. Approve 2021-2022 Salaries. Van Patten reviewed changes being made to payroll. Motion by Schmutz, seconded by Clarkson, to approve the salaries presented for the 2021-2022 fiscal year. Carried.

X. Director's Report. Nancy received a grant for \$8,000.00 to digitize materials, Van Patten dropped off a batch of microfilm at the Library Council near Potsdam. They will digitize the content. Van Patten reported the library will no longer provide locks for employee lockers. Employees will need to provide their own lock.

XI. Adjournment. Motion by Clarkson, seconded by Carpinella that the meeting be adjourned at 9:24 p.m. Carried. The next Board meeting will be held on Wednesday, June 9, 2021 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary