

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

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

EXCUSED: Mary Lou Carpinella, Pamela Falleson

- I. The Board meeting was called to order by Secretary Wells at 7:34 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.
 - A. Sign Annual Statement. Not provided.
 - B. Verbal Statement
- III. Oath of Office for Newly-Elected Trustees. Trustee-elects Jones, Maguire, and Russett 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 Schmutz, seconded by Jones that Craig Maguire be elected President. Carried.

Motion by Jones, seconded by Russett that Linda Clarkson be elected Vice-President. Carried.

Secretary Wells turned the meeting over to President Maguire.

- V. Organizational Details
 - A. Monthly Meeting Night. VanPatten will inquire if moving the meeting night later in the month will allow financial data to be provided prior to the meeting. Meeting date will be set and revisited based on those findings. Motion by Clarkson, seconded by Russett to set the regular monthly meeting night as the second Wednesday of the month. Carried.

- B. Official Newspaper. Motion by Schmutz, seconded by Clarkson to set the official newspapers as the Messenger and Post Standard. Carried.
 - C. Appoint Public and Donation Fund Treasurers.
 - 1. Motion by Clarkson, seconded by Jones to appoint Tim Lynch as Public Fund Treasurer. Carried.
 - 2. Motion by Clarkson, seconded by Jones to appoint Abe Morelli as Donation Fund Treasurer. Carried.
 - D. Appoint Secretary. Motion by Russett, seconded by Clarkson to appoint Krista Wells as Secretary. Carried
 - E. Attorney. Motion by Jones, seconded by Russett to appoint Rosemary Bucci as Attorney. Carried.
- VI. Disposition of Minutes of June 9, 2021 meeting. The minutes were distributed and discussed. Motion by Schmutz, seconded by Jones 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 in section XIII. New Business – D. Encumbrances
- VIII. Treasurer's Report – Donation Fund. None
- IX. Bills – Public Fund. The bills for June 9, 2021 to June 30, 2021 and July 1, 2021 to July 14, 2021 were distributed and discussed.
- Motion by Clarkson, seconded by Schmutz that the bills for June 9, 2021 to June 30, 2021 be approved and accepted as presented. Carried.
- Motion by Jones, seconded by Schmutz that the bills for July 1, 2021 to July 14, 2021 be approved and accepted as presented. Carried.
- X. Bills – Donation Fund. The Donation Fund bills were discussed. Motion by Jones, seconded by Russett that the Donation Fund bills be approved and accepted as presented. Carried.
- XI. Public Comments. None.
- XII. Old Business.
- A. Updates

1. Library Construction Grants. VanPatten reported the handicapped signs have been installed and the speed bumps will be installed once the end caps come in. Next month there should be a breakdown of all monies spent on the project. VanPatten will file the amendment with the State requesting to use the remaining grant money for the cooling tower replacement.
 2. Monthly Energy Review. Maguire reported there was a slight upturn in energy during June. This may be attributed to the changes in operating procedures during the parking lot construction. This usage will be monitored closely to ensure it returns to the baseline.
- B. Board Mailings. The distribution of materials for Board meetings was discussed. Motion by Jones, seconded by Clarkson to email materials in advance and provide hard copies at the August meeting. Carried.
- C. Fine Free. VanPatten updated the Board on the fine free status of local libraries. Liverpool, Jamesville Dewitt, and Tully are currently fine free for everything except their "Library of Things" offerings.
- D. Other. None.

XIII. New Business

- A. Petty Cash – Postage Asset Account. Motion by Schmutz, seconded by Russett that the Petty Cash account be set up with \$250 and the Postage Asset account be set up with \$200. Carried.
- B. Purchasing Agents. Motion by Jones, seconded by Clarkson that Meg Van Patten, Cindy Snyder, and Nancy Howe be authorized to sign Purchase Orders. Carried.
- C. Year-End Budget Transfers. Van Patten distributed and discussed proposed year-end budget transfers. Motion by Jones, seconded by Russett to approve and accept the Year-End Budget Transfers as presented. Carried.

- D. Encumbrances. Motion by Clarkson, seconded by Jones to encumber \$23,028.00 to the 2021/2022 fiscal year for the Parking Lot. Carried.
- E. Committee Assignments. To be reviewed next month.
- F. Personnel.
1. Motion by Russett, seconded by Clarkson, that the Board accept the resignation of Colin DeLaney, Library Page, effective July 16, 2021. Carried
- G. Emergency Contacts. The Board members provided updated emergency contact information.
- H. August Board Meeting. Motion by Russett, seconded by Schmutz, that the August Board meeting be held on August 4, 2021 at 7:30 p.m. Carried.
- XIV. Directors Report. Van Patten provided an update on the Memorandum of Understanding (MOU). The MOU is currently being reviewed by the County lawyer. The goal is to have something for the Board to review by September or October. The committee has generated a number of supporting documents in addition to the MOU to help define the responsibilities and structures of the organization.
- XV. Adjournment. Motion by Clarkson, seconded by Schmutz that the meeting be adjourned at 9:21 p.m. Carried. The next Board meeting will be held on Wednesday, August 4, 2020 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary