

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

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

EXCUSED: Mary Schmutz, Linda Clarkson, Vice-President

ALSO PRESENT: Nancy Howe

The Board meeting was called to order by President Maguire at 7:37 p.m.

The Sexual Harassment Prevention Training was presented. The reporting and escalation procedure for the Library was reviewed. Nancy Howe left the meeting.

- 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 13, 2021. The minutes were distributed and discussed. Motion by Jones, seconded by Russett that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Budget Status Report for 7/1/2021 - 9/30/2021 were distributed and discussed. Motion by Fallesen, seconded by Jones that the Public Funds report for Cycle 03 - 7/1/2021 – 9/30/21 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated November 1, 2021 was distributed and discussed. Motion by Russet, seconded by Jones, that the Donation Fund report dated November 1, 2021 be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for October 13, 2021 to November 10, 2021 were distributed and discussed. Motion by Fallesen, seconded by Jones that the bills for October 13, 2021 to November 10, 2021 be approved and accepted as presented. Carried.
- VI. Bills – Donation Fund. None.

VII. Public Comments. Secretary Wells relayed a comment from Carie Taylor that the Book Sale was very well organized. Ms. Taylor has not been to the Baldwinsville Library Book Sale before and found the organization by subject and author to be very easy to peruse.

VIII. Old Business.

A. Updates

1. Library Construction Grants. No updates
2. Monthly Energy Use Review. Kw usage not available. Natural Gas usage stayed close to the tread line.
3. Fundraiser: Barnes and Noble Book Fair. The Book Fair was discussed at length. Bookmark distribution lists were passed around. Bookmarks will be available for pickup on November 15th. A digital bookmark will be posted with the website and Facebook pages. The in-store bookmark will only list the entertainment lineup, not the barcode to credit the Library. Individuals must mention the Library when checking out in order for the Library to receive credit.
4. Health and Safety. On November 8th, 2021, an employee tested positive for COVID-19. Van Patten has reviewed the time-sheets to determine the appropriate staff members to notify and Nancy Howe has notified them.

The Board has been provided with additional information from the New York State Department of Health and the CDC regarding how to handle exposures and an employee(s) testing positive to COVID-19. Van Patten is requesting that the information be added to the established Health and Safety Plan.

Motion by Fallesen, seconded by Russett to add both sets of information to the Health and Safety Plan. Carried.

5. Connell Award and Staff Appreciation Day. Van Patten reviewed the history of the Ruth Connell award. The Board discussed the option of asking the Friends to sponsor the Ruth Connell Award in future years. The Library cannot fund the award or feed the staff with public funds, but it is something that the Friends could perhaps take on.

6. Friends. Secretary Wells reported that she contacted the law group at Syracuse University and they currently have a back log of cases. The Friends are on the list, but there is no estimate as to how long it will be before a lawyer is available to assist. They did provide the form that needed to be filled out, though they did caution against a layperson doing it themselves.
7. Fine Free. Tabled until December.

B. Other. None.

IX. New Business

A. Personnel Changes.

Motion by Carpinella, seconded by Russett, to accept the resignation of Sharron Gustin effective 11/24/2021. Carried.

Motion by Fallesen, seconded by Carpinella, to appoint Mary Glavin as Substitute Librarian I, at \$19.70 an hour, effective 11/1/2021. Carried.

- B. Holiday Schedule. Van Patten proposed a 2022 Holiday Schedule with the same number of holidays as 2021. Motion by Fallesen, seconded by Carpinella, to approve the proposed 2022 Holiday Schedule. Carried.

- C. Tax Cap Resolution. Motion by Fallesen, seconded by Russett 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, 2022 – June 30, 2023 fiscal year, the tax levy limit imposed by municipal law section 3-c(3).”

5 in favor, 0 opposed, 2 abstentions/absence. Motion carried.

- D. Christmas Gifts. Motion by Fallesen, seconded by Russett, to purchase gift cards in the amount of \$50.00 for library volunteers, Krista Wells, Mary Crego, Abe Morelli. Carried.
- E. Sexual Harassment Training. Completed at beginning of meeting
- X. Directors Report. Van Patten reported the book sale generated \$5855.70 in sales, very close to the totals for pre-COVID sales that ran longer.
- XI. Adjournment. Motion by Fallesen, seconded by Russett that the meeting be adjourned at 9:52 p.m. Carried. The next Board meeting will be held on Wednesday, December 8, 2021 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary