

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – January 12, 2022

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

EXCUSED: Mary Lou Carpinella, Linda Clarkson, Vice-President

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. Disposition of Minutes of December 8, 2021. The minutes were distributed and discussed. It was noted that Schmutz was listed as both PRESENT and EXCUSED. Schmutz was present at the December 8, 2021 meeting. Motion by Fallesen, seconded by Jones that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Budget Status Report for 7/1/2021 - 11/30/2021 was distributed and discussed. Motion by Fallesen, seconded by Russett that the Public Funds report for Cycle 05 - 7/1/2021 – 11/30/21 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated January 1, 2022 was distributed and discussed. Motion by Russett, seconded by Jones, that the Donation Fund report dated January 1, 2022 be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for December 8, 2021 to January 12, 2022 were distributed and discussed. Motion by Jones, seconded by Fallesen that the bills for December 8, 2022 to January 12, 2022 be approved and accepted as presented. Carried.
- VI. Bills – Donation Fund. Van Patten informed the Board of a reimbursement to the Library from the Butler Fund in the amount of \$29.35 for the purchase of *Where the Cotton Grows* by Paul Ashton Vick. Motion by Fallesen, seconded by Russett that the Donation Fund bills be approved and accepted as presented. Carried.

VII. Public Comments. None.

VIII. Old Business.

A. Updates

B. Library Construction Grants. No updates.

1. Monthly Energy Use Review. Trending close to previous years. 2016 was removed from graphs.

C. Barnes and Noble Book Fair. The total sales figures have not been provided by Barnes and Noble at this time. A gift card in the amount of \$206.24 was issued as Library's portion of sales for the fundraiser. Sue Downey gifted the Library with a \$100 Barnes and Noble gift card. One "wish list" book was purchased for \$22. The total amount realized from the 2021 Barnes and Noble Book Fair is \$328.24.

D. Health and Safety Plan. Van Patten reviewed the current Library guidelines for COVID positive and exposure scenarios. The current CDC recommendations were also distributed and discussed. Motion by Fallesen, seconded by Jones to adopt the current CDC guidelines related to COVID. Carried.

Motion by Jones, seconded by Schmutz to approve the following text to be added to the Employee Handbook. "If staff is directed to not report to work due to potentially unsafe conditions, weather or otherwise, staff will be paid for hours they were scheduled to work." Carried.

Motion by Schmutz, seconded by Russett to add library patrons to the group referred to as "employees" in the BPL Sexual Harassment Policy. Carried.

E. Radon. Air Thing Wave Plus – Smart Indoor Air Quality and Radon Monitor was recently purchased as a continuous read radon meter and was just received today. It will be installed in the basement and once up and running will be compared to grab samples to test accuracy.

F. Other. President Maguire requested volunteers to assist in watching for grant money the Library can use. President Maguire explained grant money is not always specific to construction. There may be grants available to assist with technology upgrades, payroll assistance, staff training, etc. Van Patten stated there are some State and Federal websites available for searching for grants, she will reach out to OCPL to see if they subscribe to any Foundation Grants newsletters.

IX. New Business

A. Schedule Budget Meetings. The Budget Committee will consist of President Maguire, Van Patten and Jones. A meeting will be scheduled at the earliest convenience.

B. Trustee Training. Van Patten reminded trustees of the training book club email. Six (6) sessions are scheduled over the next couple months that count towards the mandated two (2) hours of annual trustee training.

C. Change Meeting Time to 7:00 pm. Motion by Fallesen, seconded by Jones to move the start time of the regularly scheduled Board meetings to 7:00 pm. Carried.

X. Directors Report. Van Patten stated she has contacted a flooring company in regards to replacing the carpeting in the Community Room. The current carpeting is stained and unsightly. The Community Room is the only public meeting room where food/drink is allowed, food stains are a persistent issue. Van Patten will discuss options for the Community Room flooring that are easy to clean and still maintain high degree of traction for safety purposes. Van Patten also mentioned the shelving company will be coming to review shelving options in the Children's area and the basement. More information regarding the Children's area will be available after a meeting with the architect donating time through the Annal's Angels Foundation next week.

XI. Adjournment. Motion by Fallesen, seconded by Jones that the meeting be adjourned at 8:48 p.m. Carried. The next Board meeting will be held on Wednesday, February 9, 2022 at 7:00 p.m.

Respectfully submitted.

Krista Wells, Secretary

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