

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – July 13, 2022

PRESENT: Craig Maguire, President; Linda Clarkson, Vice-President; Pamela Fallesen, Lauren Russett, Steve McMahon, Margaret Van Patten, Library Director; Krista Wells, Secretary

EXCUSED: Mary Lou Carpinella, Mary Schmutz

- I. The Board meeting was called to order by Secretary Wells at 7:10 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 RE: Current Agenda
- III. Oath of Office for Newly-Elected Trustees. Trustee-elect McMahon and Trustee Maguire signed the Oath of Office.
- IV. Report of the Nominating Committee and Election of Officers. Russett 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 Russett, seconded by Fallesen that Craig Maguire be elected President and Linda Clarkson be elected Vice-President. Carried.

- V. Organizational Details
  - A. Monthly Meeting Night. Second Wednesday of the month at 7pm.
  - B. Official Newspaper. Messenger and Post Standard
  - C. Appoint Public and Donation Fund Treasurers.
    1. Tim Lynch as Public Fund Treasurer
    2. Abe Morelli as Donation Fund Treasurer
  - D. Appoint Secretary. Krista Wells as Secretary
  - E. Attorney. Linda Cook as Attorney

Motion by Russett, seconded by Fallesen to approved all organizational details as proposed. Carried.

Secretary Wells turned the meeting over to President Maguire.

- VI. Disposition of Minutes of June 8, 2022 meeting. The minutes were distributed and discussed. McMahon noted the date for the next Board meeting listed in section XI. Adjournment. was incorrect and should be updated. Motion by Fallesen, seconded by McMahon that the minutes be accepted with the proposed date change. Carried.
- VII. Treasurer's Report – Public Fund. The Budget Status Report for 7/1/2021 - 5/31/2022 was distributed and discussed. McMahon asked if it was possible to see the percent spent in each line and a percent over/under on the budget report. Van Patten will look into this. Motion by Russett, seconded by McMahon that the Public Funds report for Cycle 11 - 7/1/2021 – 5/31/22 be accepted as presented. Carried

The Baldwinsville Public Library 2021-2022 budget summary sheet containing proposed year-end budget transfers and encumbrances was discussed.

Motion by Fallesen, seconded by Russett to approve and accept the encumbrances as presented. Carried.

Motion by McMahon, seconded by Russett to approve and accept the year-end budget transfers as presented. Carried.

- VIII. Treasurer's Report – Donation Fund. The Donation Fund report dated July 1, 2022 was distributed and discussed. Motion by Fallesen, seconded by Russett, that the Donation Fund report be approved and accepted as presented. Carried.
- IX. Bills – Public Fund. The bills for June 8, 2022 to June 30, 2022 and July 1, 2022 to July 13, 2021 were distributed and discussed.
- Motion by McMahon, seconded by Fallesen that the bills for June 8, 2022 to June 30, 2022 be approved and accepted as presented. Carried.
- Motion by Russett, seconded by Fallesen that the bills for July 1, 2022 to July 13, 2022 be approved and accepted as presented. Carried.
- X. Bills – Donation Fund. The Donation Fund bills were discussed. Motion by Fallesen, seconded by Clarkson 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 library is still waiting for the response from the State regarding the grant funds.
2. Monthly Energy Review. Maguire reported there was a slight upturn in energy during June. This is not concerning at this time.
3. Other. None.

XIII. New Business

- A. Petty Cash – Postage Asset Account. Motion by Fallesen, seconded by McMahon that the Petty Cash account be set up with \$250 and the maximum cash reimbursement amount is \$25. Carried.

Motion by Fallesen, seconded by McMahon that the Postage Asset account be set up with \$200. Carried.

- B. Purchasing Agents. Motion by Fallesen, seconded by Russett that Meg Van Patten, Cindy Snyder, and Nancy Howe be authorized to sign Purchase Orders. Carried.
- C. Year-End Budget Transfers. See section VII. Treasurer's Report: Public Fund.
- D. Encumbrances. See section VII. Treasurer's Report: Public Fund.
- E. Committee Assignments.

Budget: Maguire, McMahon, Van Patten, Howe

Policy: Clarkson, Carpinella, Van Patten

Strategic Planning (renamed from Long Range Planning): Maguire, Howe, Van Patten, Russett, McMahon

Proposed future committee – Cyber Security

F. Personnel.

Motion by Russett, seconded by Fallesen, that the Board accept the resignation of Andrew Klein, Page, effective June 16, 2022; Audrey Benton, Page, effective June 30, 2022; Autumn Kelly, Page, effective July 31, 2022; and Jack Ramin, Page, effective July 31, 2022. Carried

G. Emergency Contacts. The Board members provided updated emergency contact information.

H. August Board Meeting. Nancy Howe will attend the August Board Meeting in Van Patten's place.

I. Strategic Planning. Russett provided the Board with an update from the Trustee Advisory Council. At the July meeting they worked on a survey to send out to all trustees to help measure, among other things, the types of trainings trustees are interested in receiving. The surveys will be sent out July 18, 2022. Starting next year (2023), trustees will be required to complete a minimum of two hours of training a year.

XIV. Directors Report. Van Patten stated the district has stopped sending hard copies of paystubs to employees who choose direct deposit. Those employees will now have access to their paystubs digitally. This was supposed to start with the new fiscal year, but due to a timing issue at the School District, will not start until the second paycheck of the year.

Van Patten reiterated the upcoming requirement for two hours of trustee training per year starting January 1, 2023. More information will be available at the August Board meeting.

Van Patten updated the Board on the status of the Community Room refresh, the walls and flooring have been completed, the only thing left to install is the final trim pieces. Furniture will have felt or rubber feet to provide as much protection as possible for the new flooring. The shelving in the basement will be moved into its new positioning on Monday.

Van Patten stated that a donation was made by the Baldwinsville Rotary Club to the Rotary Foundation in her honor and she has become a Paul Harris Fellow.

Van Patten reviewed the policy for disputes with content in the library. There have been increasing challenges with content at libraries locally and nationally. The policy can be found in section 9 of the Policy Handbook.

- XV. Adjournment. Motion by Fallesen, seconded by McMahon that the meeting be adjourned at 9:06 p.m. Carried. The next Board meeting will be held on Wednesday, August 10, 2022 at 7:00 p.m.

Respectfully submitted.

Krista Wells, Secretary