

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – August 10, 2022

PRESENT: Craig Maguire, President; Pamela Fallesen, Steve McMahon, Mary Schmutz, Nancy Howe, Assistant Library Director; Krista Wells, Secretary

EXCUSED: Linda Clarkson, Vice-President; Mary Lou Carpinella, Lauren Russett, Margaret Van Patten, Library Director

The Board meeting was called to order by President Maguire at 7:10 p.m.

- I. Disposition of Minutes of July 13, 2022. The minutes were distributed and discussed. Howe noted the misspelling of Jack Ramin in section XIII. F. Personnel. Motion by Fallesen, seconded by Schmutz that the minutes be accepted with the corrected name. Carried.
- II. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members of library matters.
- III. Treasurer's Report – Public Fund. The Budget Status Report for 7/1/2021 - 6/30/2022 was distributed and discussed. Motion by Schmutz, seconded by McMahon that the Public Funds report for Cycle 12 - 7/1/2021 – 6/30/22 be accepted as presented. Carried
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated August 1, 2022 was distributed and discussed. Motion by Fallesen, seconded by McMahon, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for July 13, 2022 to August 10, 2022 was distributed and discussed. Howe reported that the most current book sale brought in \$6,024.10, bringing the total book sale proceeds for the year to \$15,481.85. Motion by Fallesen, seconded by McMahon that the bills for July 13, 2022 to August 10, 2022 be approved and accepted as presented. Carried.
- VI. Bills – Donation Fund. None.
- VII. Public Comments. None.

VIII. Old Business.

A. Updates

1. Library Construction Grants. Maguire reported the Library is waiting for final approval to use the remaining funds for the purchase of a new cooling tower at approximately \$62,000. The funds for the Children's Area remodel are close, they are still looking for someone to build the canal boat.
2. Monthly Energy Review. Energy usage is following historical markers.

B. Health and Safety Plan. Tabled until next meeting.

IX. New Business

McMahon reported he attended a session on book banning and censorship. He stated the session was very informative and helpful. The session will be sent out to all members of the Board for review. McMahon noted the Materials Selection Policy may need to be updated. The Board discussed and agreed to review the policy after viewing the session on censorship.

Secretary Wells provided an update on the status of the Friends group. No word from the lawyer yet regarding the 501c3 status. McMahon stated a lawyer may not be needed. A CPA was able to assist in a similar issue with an organization he is involved with. Secretary Wells will reach out to a couple CPAs to see if they can assist in restoring the 501c3 status. A press release was sent to the Messenger and the Radisson paper. The Friends will hold two meetings on September 15th (10a & 7p) to try to restart the organization.

- X. Directors Report. Maguire reviewed the Zoom meeting requirements, the Board must have a quorum in person to be able to vote. If a member is attending via Zoom, they can only vote if the Board has a quorum in the room. Maguire stated the Board needs a backup plan in case a quorum is unable to be established in person. The Board will review at the next meeting.

Maguire reported he met with Alice Manning and reviewed the work in progress for the memorial for Bob Manning.

Howe reviewed the records retention situation and the recommendation from NYS. The Board reviewed and discussed the information provided. Motion by Schmutz, seconded by Fallesen, to adopt the NYS Document Retention and Disposition Schedule. Carried

RESOLVED, By the Board of Trustees of the Baldwinsville Public Library that the Retention and Disposition Schedule for New York Local Government Records, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein. FURTHER RESOLVED, that in accordance with Article 57-A: a) only those records will be disposed of that are described in the Retention and Disposition Schedule for New York Local Government Records after they have met the minimum retention periods described therein: xxiii b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

- XI. Adjournment. Motion by Fallesen, seconded by Schmutz that the meeting be adjourned at 8:13 p.m. Carried. The next Board meeting will be held on Wednesday, September 14, 2022 at 7:00 p.m.

Respectfully submitted.

Krista Wells, Secretary

Dear Trustee:

The next meeting of the Board of Trustees of the Baldwinsville Public Library will be on Wednesday, September 14, 2022 at 7:00 p.m. at the library. Please be sure to let Craig or Meg know if you are unable to attend the meeting so that we can be assured of having a quorum.

- I. Disposition of Minutes of August 10, 2022
- II. Conflict of Interest
- III. Treasurer's Report: Public Fund
- IV. Treasurer's Report: Donation Fund
- V. Bills: Public Fund
- VI. Bills: Donation Fund
- VII. Public Comments
- VIII. Old Business
 - A. Updates:
 - a. Library Construction Grants
 - B. Monthly Energy Use Review
 - C. Other
- IX. New Business
 - A. Personnel Changes
 - B. Other
- X. Director's Report
- XI. Adjournment

Craig Maguire
President, Board of Trustees

CM/SM
9/8/2022

Director's Report for Board Meeting... September 14, 2022

Director's Activities

August	4	NYLA Council Meeting at NYLA Office, Guilderland, NY
	15	NYLA Public Library Section Board Meeting via Zoom
	16	Annual EAP Update Meeting with Michelle Stolicker
	17	Bville Center for the Arts Board Meeting via Teleconference
	18	BPL Staff Meeting
	24	Rotary Senior Citizen Luncheon at Canton Woods Senior Center, was Committee Chairperson
	25	BPL Librarians Meeting
	27	Met Lawyer at Rosemary Bucci's Home RE: Rosemary's Books

Other Staff Activities

Nancy Howe

August	1	McHarrie Town Large Print Book Swap
	5	BPL Book Sale
	10	BPL Board of Trustees Meeting
	15	Exam Proctoring for OCC student
	17	CLRC Finance Committee Meeting via Zoom
	17	CLRC Executive Committee Meeting via Zoom
	18	BPL Staff Meeting
	25	CLRC Board Meeting via Zoom

Bob Loftus

August	4	BPL Book Sale setup
	12	Niche Academy Webinar: Too Many Bags: How to Deal with Patrons Bringing in Too Much Stuff
	25	BP Librarian's Meeting

Jacquie Owens

August	2	CLRC Nominating Committee Meeting
	3	Freegal Sales Meeting
	16	Webinar: Providing Career Resources at Your Library
	18	BPL Staff Meeting
	25	NYLA Voice Town Hall Meeting (Zoom)

Meghin Roberts

August	25	BPL Librarian's Meeting
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Julia Schult

August	18	BPL Staff Meeting
	25	BPL Librarian Meeting

Dania Souid

August	9	Meeting with David Stuenzi from Town of Lysander
	17	Planning Meeting with OCLC on Library of Things Webinar
	18	BPL Staff Meeting

Director's Report for Board Meeting... September 14, 2022

25 BPL Librarian Meeting

Programs

August

	Notary (JO)	47
	One on Ones (JS)	14
1	Zoo to You (MR)	60
2	Drop-in Storytime (MR)	7
3	Teen Trends: Ocean Terrarium (DS)	10
	Dungeons & Dragons (JS)	7
4	Crafts for Kids: Planters (MR)	25
	Board Game Drop-In (NH)	8
	Computer Help with CNY Literacy (JO)	
5	Quilting and knitting with Friends (SB)	5
	Crafts for Kids @ Mercer Park: Planters (MR)	15
6	Chair Yoga (JS)	10
7	Shell Candle (DS)	15
8	Health Insurance Help	
	Monday Word Sprints (JO)	3
	Oceans: Barrier Islands with Ed Ponto (JS)	8
	Drop-In Storytime (MR)	7
	Wordsmiths Writing Meeting (JO)	5
9	Arts and Crafts for Adults	
	Read to Daisy (MR)	8
	Teen Trends: Iron on Tote Bag (DS)	11
	Canton Woods Writing Program (JAO)	4
	Dungeons & Dragons (JS)	8
11	Mystery Book Club	10
	Crafts for Kids: Watercolor Painting (MR)	25
	Board Game Drop-In (NH)	8
	Computer Help with CNY Literacy (JO)	
	Children's World Language Study (MR)	11
	Cardmaking Online (JS)	22
	Storytime @ Mercer Park (MR)	5
11	Cardmaking in Person (JS)	9
	Crafts for Kids @ Mercer Park: Watercolor Painting (MR)	13
13	Chair Yoga (JS)	10
	Puzzle Exchange (JO)	69
14	Teen: Nautical Rope Coaster (DS)	13
15	Jeff the Magic Man (MR)	99
	Children's World Language Study (MR)	7
	Word Sprints (JO)	4
16	Books for Breakfast (JS)	14
	Children's World Language Study (MR)	11
	Oceans: Underwater (JS)	4
	Baldwinsville Farmer's Market (JAO)	

Director's Report for Board Meeting... September 14, 2022

17	Canton Woods Writing Program (JAO)	4
	Children's World Language Study (MR)	15
	Online Dungeons & Dragons (JS)	6
	Open Mike Night (JS)	8
18	Computer Help with CNY Literacy (JO)	
	Children's World Language Study (MR)	10
	Chess Club	16
19	Children's World Language Study (MR)	7
20	Chair Yoga (JS)	10
	Cake Decorating (JO, DS)	13
22	Children's World Language Study (MR)	7
	Word Sprints (JO)	3
23	Oceans: Their Future with Curt Lindy	7
24	Brown Bag Book Club (JO)	8
	Children's World Language Study (MR)	13
	Read to Daisy (MR)	2
	Online Dungeons & Dragons (JS)	8
24	Canton Woods Writing Program, in person (JAO)	
25	Board Game Drop-In (NH)	8
	Computer Help with CNY Literacy (JO)	
	Children's World Language Study (MR)	10
	Evening Book Club (JO)	10
26	Quilting and Knitting with Friends (SB)	4
	Children's World Language Study (MR)	7
	Storytime @ Mercer Park (MR)	7
27	Chair Yoga (JS)	13
29	Word Sprints (JO)	3
31	Dungeons and Dragons in Person (JS)	9
31	Canton Woods Writing Group (JO)	
	Program Total:	<u>819</u>

Art Exhibit

August

The Wild Side of Africa: Photos by Bob Graham

Community Room Use

August	2	Rug Hooking Group	14
	3	Baldwinsville Cheer Boosters	5
	4	Girl Scout Troop 10020	6
	6	OA	6
	8	Mah Jongg	8
		Curious Minds	10
	9	Village Green Homeowners HOA 5	8
	10	Healing Group	3
	11	Lunch Club	10
		Painting	2
	13	OA	5

Director's Report for Board Meeting... September 14, 2022

15	Girls Baldwinsville Soccer Boosters	10
16	Baldwinsville Field Hockey Boosters	20
	Arabian Horse Assn.	15
20	OA	6
22	Mah Jongg	8
	Little League	6
23	Primary Election	30
25	Girl Scout Troop 10020	8
27	OA	4
29	Parent Conference	2
30	Baldwinsville Volleyball Girl Boosters	12
	Community Room Total:	<u>198</u>

Director's Report:

Personnel:

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jack Ramin	Page	August 30, 2022
Milo Austin	Page	August 19, 2022
Ryan Somelofske	Clerk	August 24, 2022

APPOINT

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Salary</u>
Aviya Luke	Library Clerk I	9/9/2022	\$14.41 per hour
Sandra Nalepovitz	Library Clerk I	9/9/2022	\$14.41 per hour

Building Inspection:

The school district facilities team conducted their bi-annual inspection of the building. They were shown where the windows leaked in a recent storm. As in the past they did not have a clear reason as to what is causing the occasional leaks. Overall their only comment was that one of the railings where the sidewalk slopes down to Virginia St was loose. Rich has repaired the concrete.

Landscaping:

In the past we used Michael Grimm's service. Each year they would contact us and send us a quote. This year they did not approach us. We looked at other landscapers and the vendors either did not call us back or in one case said that they were not interested and we could not afford them. We did hear from Ballantyne Landscaping and they came to review what we needed and provided a quote which I did accept. They are going to remove old/over-trimmed evergreens and replace with Yews for 4 major areas on library grounds. Trim other existing shrubs. Remove all green waste. Add compost and mulch to new planting areas. Install new garden in the peninsula opposite the one in front of the book drop. The total for the project is \$5,700. This will be the first rehab since the building opened in 1995.

Director's Report for Board Meeting... September 14, 2022

Book Sale and Chargepoint Revenue:

The first full year of the charging station has realized a revenue of \$480.61.

MONTH	UNIQUE USERS	# OF SESSIONS	REVENUE
April	11	54	\$61.36
May	11	50	\$53.73
June	13	64	\$60.34
July	9	47	\$36.14
August	13	62	\$48.10 est

The August book sale netted \$6,024.10. The May sale netted \$5,697.17 and February netted \$4,120.58.

Income from the book cart resulted in donation for a total of \$1,341.59 for Aug 2021 to July 2022.

Water Bill:

I recvd a letter from the Village that our meter reading was unusually high. I wondered if the issues we had with the water cooler might have been a contributing factor or there was anything in the HVAC system that might be, or was, a problem? The following dates, readings and charges are below.

8/13/2022	19,900	\$555.95
5/10/2022	5,300	\$166.77
2/11/2022	5,400	\$169.32
11/4/2021	5,600	\$174.72
8/10/2021	8,300	\$243.27*
5/5/2021	4,100	\$131.98
2/6/2021	3,700	\$122.10

I sent the above information to Scott Terrell from Cooney to see if it might indeed be related to recent issues with the cooling tower.

* A slightly higher amount is normal for August because of the water needed for the cooling tower. However, a amount as high as the August 2022 reading is not normal.

EAP (Employee Assistance Program):

Michelle Stolicker, EAP Director, made her annual site visit. In addition to giving me a report about the past year she spent time, during the staff lunch breaks, in the staff room to visit and answer questions from various staff members. During the past fiscal year she provided in-service programs including managing challenging customer service situations and preparing for retirement as it relates the the NYS Employee Retirement System. EAP also provides confidential one-on-one consultation. The consultation can address a number of subjects be it personal or work related concerns. While I do not know what they contact EAP about I do know that a couple of staff members told me that Michelle was very helpful in providing guidance for navigating the NYS retirement system.

Director's Report for Board Meeting... September 14, 2022

BALDWINSVILLE PUBLIC LIBRARY GOALS UPDATE AUGUST 2022

Goal 1: The Baldwinsville Public Library will provide community residents of all ages with a Library Staff, skilled and updated regularly in current technology.

Dania Souid

- Helped several patrons download Libby. Also showed how you can read or listen to audiobooks on the Kindle. Helped a patron, from out of town, get her kindle set up. Showed her how to connect to Wi-Fi, watch videos, download apps, download titles, etc. Talked to her about using Ancestry in the library with her grandchildren who are already patrons.
- Had a patron having issues getting photos from his phone onto the public computer. He needed to email the photos for his new job, however we couldn't get the photos to send over email on his phone. Tried Google Drive without success. After a few tries, finally figured out how to save the photos into the cloud, access the cloud on the public computer, and email them over. It was just technology not working the way we normally do, but was happy we figured out a solution. He was super happy and patient the entire time.

Jacquie Owens

- Edited and updated the library web pages to reflect new programs, etc.
- Coordinated a volunteer weekly from CNY Literacy to assist patrons with technology.
- Coordinated a volunteer once a month from the Salvation Army to inform patrons of NY State Health Insurance.

Robert Loftus

- Added an additional three public computers to the Ref area. Hopefully this will be enough to avoid us filling all the way up to full on some weekends.
- The magnifier PC is integrated in with the other Ref area PCs per a request from a patron who uses a guide dog who was concerned about items on her computer screen being visible from across the building.

Goal 2: The Baldwinsville Public Library will build a partnership with Baldwinsville School District Personnel.

Meg Van Patten

- Worked with the District Office to obtain additional Wincap Access that allowed for the ability to print reports that the Onondaga County Office of Civil service needed for the purpose of certifying our payroll..

Jacquie Owens

- Coordinated the final weeks of the Summer Reading Program, working with the teen and children's librarians.

Dania Souid

- Will reach out to the photography teachers at Durgee and Baker during September to give them the new deadlines for the 2023 Teen Photography Contest. Will also update the flyers and send physical copies to the school.
- Along with Julia Schult, working with the Town of Lysander for a video game club starting in September. There will be a Nintendo Wii, Nintendo Switch, and laptops with games for kids in grades 3-6. The kids will be encouraged to play group games to socialize and have fun! A new coordinator from the Town of Lysander will help during the programs. There are four sessions scheduled every Thursday, starting September 22. The program may continue after the four sessions.

Robert Loftus

- In adding new computers to the REF area one column of seats was left open. This is to accommodate tutors who use the library and who like to have an empty study carrel to use to work alongside a student. They often have so many lesson-plan materials that a regular carrel with a monitor and keyboard in it doesn't really work for them.

Goal 3: The Baldwinsville Public Library will be seen as an integral part of the Baldwinsville Community

Nancy Howe

- On August 1st, visited McHarrie Town to exchange large print material as part of BPL's large print offsite borrowing program. Books are borrowed for three months.
- Madeline Kelly, one of the participants of BPL's Reading to Go program requested new material on August 4th. Brought her four books in exchange for the four that she had finished.
- Along with Norene Saccone staffed the book sale from 1-3 pm on Friday, August 5th because volunteers for that shift had cancelled that day.
- Proctored a mathematics exam for a student from Onondaga Community College.

**Goal 3: The Baldwinsville Public Library will be seen as an integral part of the Baldwinsville Community
BALDWINSVILLE PUBLIC LIBRARY GOALS UPDATE AUGUST 2022 (Continued)**

Meg Van Patten

- Continue to serve as treasurer of McHarrie's Legacy.
- Continue to serve on the board of Bville Center for the Art.
- Served as chairperson of the Baldwinsville Rotary Senior Citizen Picnic at Canton Woods Senior Center.
- Along with Jacquie Owens visited the home of the Late Rosemary Bucci to sort and collect her books. Some books were not salvageable, a few are potential for the library book sale, a few were saved for the library's local history collection and the rest were boxed to send to Better World Books.
- Arranged for Annal's Angels to sell tickets for the basket raffles.

Dania Souid

- The ongoing process of offering two virtual teen programs a month will continue during the fall. There will also be the weekly video game club. One Saturday a month, along with Jacquie Owens, there will be a program for teens and adults. The September program will be puzzle piece picture frames.
- In August, there was a very successful cake decorating class for teens and adults! A few cakes were made and cut into big pieces for each patron to decorate. Also, made a batch of frosting that they could use to experiment. Showed them how to do a crumb coat, color frosting, use a piping bag, put multiple colors in one piping bag, and use a variety of tips. Patrons were given templates inside of a plastic sleeve, so they could practice using the piping bag before decorating their final cake. The patrons, including the kids, did a fantastic job! Took several photos and their cakes. They really gave the decorating process thought and planned a design. Shared with the group about doing another cake decorating class, maybe in the winter, to teach about royal icing for sugar cookies.

Meghin Roberts

- The summer was focused on the summer reading program. In addition to large numbers of children attending the in-person program 144 children participated in the summer reading program to read a total of 2,789 books.
- Continued meeting with Pet Partners CNY about another Read to a Dog group - will be meeting with Sue (of Sue and Daisy) and her colleague Janice to finalize scheduling for a second team.

Jacquie Owens

- Conducted the bi-monthly Puzzle Exchange with 70 participants.
- Coordinated the boxing of books left over from the book sale to go to Better World Books (138 boxes).
- Conducted the Brown Bag Book Club with 8 participants.
- Conducted a basic cake decorating program with Dania S.
- Facilitated writing group meetings on 1 Tuesday this month.
- Facilitated Weekly Word Sprint Mondays to encourage writing.
- Participated in the Canton Woods Senior Center writing group.
- Provided notary services to 47 people.

Restricted Funds Report December 2017				
			Donation	Expense
	partly spent			
	All spent			
	Setla funds			
	Early items			
year 2007	Robert Bitz Digitization	\$ 520.00		Messenger \$ 520.00
year 2012	Robert Bitz Digitization	\$ 45.00		Messenger \$ 45.00
4/18/2013	Mem. Velta Viceps	\$ 150.00		
5/9/2013	Mem. Velta Viceps	\$ 225.00		
6/13/2013	Mem. Velta Viceps	\$ 150.00		
7/10/2013	Mem. Velta Viceps	\$ 25.00		\$ 550.00
7/3/1905	Nelson Butler Acquisitions	\$ 1,110.00		
7/6/1905	Past and Present Onon Cty		Butler	84.94
	Thomas Butler Journal x2		Butler	30.00
	Morris Machine Works		Butler	35.23
7/4/1905	NY Soldiers in Civil War		Butler	65.00
7/27/2021			Butler	74.32
1/13/2022	Where the cotton grows		Butler	29.35
6/16/2017	BPL for 2 2017 Lyre Yearbooks		Butler	\$ 130.00
1/12/2017	Mutual Library Bindery local history,Butler fund		Butler	\$ 203.25

7/14/2016	Baker High School, yearbook, N Butler Fund		Butler		\$ 65.00
9/11/2015	BPL, N.Y. Family History Guide, N. Butler Fund		Butler		\$ 85.00
				total	\$ 802.09
2/5/2016	for food for Library Programs, by Kim Setla	\$ 250.00			
10/27/2015	Suzanne McCarthy, Vol Lunch, Kim Setla Fund				\$ 37.77
10/27/2015	Cathy Johnson, Vol Lunch, Kim Setla Fund				\$ 29.41
10/27/2015	Nancy Platz, Vol Lunch, Kim Setla Fund				\$ 11.99
6/25/2015	Kim Setla, Esq. grocery purchases BPL prgms	\$ 250.00			
11/17/2016	Corrinne Kushner Vol Luncheon Kim Setla Fund				\$ 6.17
11/17/2016	Terri Spiegel Vol Luncheon Kim Setla Fund				\$ 75.42
6/12/2019	Ruth Connell Award				\$ 55.00
		\$ 500.00			\$ 215.76
5/19/2015	Mitchell- Book in Honor of Janet Burns, restricted	\$ 50.00			
	Deloria Fund	\$ 1,050.00			
9/15/2016	Baldwinsville Public Library books Deloria fund				\$ 385.18
11/17/2016	Bville Public Library books mem of Claire Deloria				\$ 58.66
2/23/2018	Bville Public Library books mem of Claire Deloria				\$ 137.96
		\$ 1,100.00			\$ 581.80
12/20/2018	Donation from D & S Bristol, Mem of Joan Hudock	\$ 20.00			\$ 20.00
	for animal or teaching books				
4/11/2019	Donation from Jeanne Kogl for Local History	\$ 50.00			
12/12/2019	C Robinson, mem John Robinson res for books	\$ 50.00			\$ 50.00
1/8/2020	for Claire Genett for book Hidden From Our Eyes	\$ 30.00			
8/13/2020	from Claire Genett for book Hidden From Our Eyes				30.00

	Sue Downey for Covid 19 expenses	\$ 8,000.00			
	covid sprayer				4,000.99
	covid sprayer solution				184.19
	Patricia Feltz for books	\$ 50.00			50.00
	Patricia Avery for books mem Dorothy Jenkins	\$ 50.00			50.00
	Gail Perrin mem Heather Merrill for childrens books	\$ 25.00			
	Rita Boivin mem Heather Merrill for childrens books	\$ 25.00			
	Karen Clarke mem Heather Merrill fr childrens books	\$ 325.00			
	Harold Boak mem Heather Merrill fr childrens books	\$ 25.00			400.00
	Scott Roux for books mem Maryella Annal	\$ 50.00			
	Geoffrey Hammill for doll house maintenance	\$ 100.00			
	Travelers Club for childrens graphics books	\$ 75.00			
	Warrant #2021-2022 4				75.00
	BMS Express for childrens area renovations	\$ 100.00			

	\$ 307.91
	\$ 284.24
	\$ 518.20
	\$ 50.00
	\$ -
	\$ -

total	
	\$ 3,814.82
	\$ -
	\$ -
	\$ -
	\$ 50.00
	\$ 100.00
	\$ -
	\$ 100.00
	\$ 5,225.17