

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