

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – January 13, 2021

PRESENT: Craig Maguire, President; Linda Clarkson, Vice-President; Bruce Jones, Edward McManus (via Zoom), Mary Schmutz, Margaret Van Patten, Library Director

ABSENT: Barbara Aitken, Mary Lou Carpinella, Krista Wells, Secretary

The Board meeting was called to order by President Maguire at 7:37 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 9, 2020 meeting. The minutes were distributed and discussed. Motion by Clarkson, seconded by Jones, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Budget Status Reports for 7/1/2020 -11/30/2020 was distributed and discussed. Motion by McManus, seconded by Schmutz, that the Public Funds reports for Cycle 5- 7/1/2020 – 11/30/20 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated January 1, 2021 was discussed. Motion by McManus, seconded by Schmutz, that the CD in the amount of \$109,287.30 be renewed. Motion by Clarkson, seconded by Jones, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The updated bills for December 9, 2020 to January 13, 2021 were distributed and discussed. Motion by Clarkson, seconded by McManus, that the bills for December 9, 2020 to January 13, 2021 be approved and accepted as presented. Carried.
- VI. Bills – Donation Fund. A bill in the amount of \$184.19 for Clorox 360 sanitizing solution was presented. Motion by Schmutz, seconded by Clarkson that the Donation Fund bill be approved and accepted as presented. Carried.
- VII. Public Comments. None.
- VIII. Old Business.

- A. Updates
1. Library Construction Grants. The Board approved the contract for the parking lot construction. Motion by McManus, seconded by Jones. Carried.
 2. Monthly Energy Review. The energy report was presented and reviewed. The increase in therms in December will be brought to Cooney's attention as it may relate to the boiler cycling.
 3. Fundraiser: Barnes and Noble Book Fair: A gift card in the amount of \$70.94 was received from Barnes & Noble. Clarkson and Carpinella will contact the store to book a date for this year's fundraiser.
 4. The Continuation of Service/Health & Safety Plan: It was reviewed by the Board. Motion by Jones, seconded by McManus to approve the Continuation of Service/Health & Safety Plan. Carried.
- IX. New Business
- A. Schedule Budget Meetings. Proposed dates for budget meetings will be emailed to Maguire and McManus by Van Patten.
 - B. Trustee Training. Trustees are now required to complete two hours of training each year. The training will be recorded in the library's Annual Report.
- X. Executive Session. The Board went into Executive Session at 8:45 pm to discuss a personnel matter. The session ended at 9:05 pm.
- XI. Adjournment. Motion by Schmutz, seconded by Jones that the meeting be adjourned at 9:08 p.m. Carried. The next Board meeting will be held on Wednesday, February 10, 2021 at 7:30 p.m.

Respectfully submitted.

Craig Maguire, Secretary Pro-tem

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

PRESENT: Craig Maguire, President; Linda Clarkson, Vice-President; Mary Lou Carpinella, Mary Schmutz, Bruce Jones, Margaret Van Patten, Library Director; Krista Wells, Secretary

ABSENT: Barbara Aitken, Edward McManus

ALSO PRESENT: Lynnore Fetyko

The Board meeting was called to order by President Maguire at 7:36 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 January 13, 2021 meeting. The minutes were distributed and discussed. Motion by Clarkson, seconded by Jones that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Budget Status Report for 7/1/2020 - 12/31/2020 was distributed and discussed. Van Patten reported that the report for January 2021 has not been finalized and provided to the Library at this time. Motion by Carpinella, seconded by Clarkson that the Public Funds report for Cycle 6 - 7/1/2020 – 12/31/20 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated February 1, 2021 was distributed and discussed. Motion by Clarkson, seconded by Schmutz, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for January 13, 2021 to February 10, 2021 were distributed and discussed. Motion by Jones, seconded by Carpinella, that the bills for January 13, 2021 to February 10, 2021 be approved and accepted as presented. Carried.
- VI. Bills – Donation Fund. No bills presented.
- VII. Public Comments. None.

VIII. Old Business.

A. Updates

1. Library Construction Grants. Van Patten reported that the signed contract has been received along with all required insurance certificates. The project must be started by April 14, 2021. Work can begin inside the building if the weather is not favorable for the construction to begin by that date.
2. Monthly Energy Review. The energy reports were distributed and discussed. A slight increase in the terms was noted at the January meeting, there is no clear explanation for the increase at this time. Despite the increase, energy usage is tracking closely with previous years.

B. Other. None.

IX. New Business

- A. Trustee Election and Budget Vote. The Trustee Election and Budget Vote date has been set as April 29, 2021. Currently, there are no restrictions on holding an in-person vote. The State of New York required a mail-in vote in 2020. This resulted in a sharp increase in the number of votes cast. The requirements for the number of signatures required to run for a trustee seat is the greater of 2% of the total votes cast in the previous election or 25. Due to the increase in votes during the 2020 election, 129 signatures are needed to run in this year's trustee election. A bill is waiting for sponsorship in the Assembly to set the number of signatures required during 2021 to 25. It is unclear if this bill could be ratified prior to the petition deadline. Van Patten will research if a resident can sign multiple petitions.

- B. Ruth Connell Award. The Ruth Connell Award is normally presented in the Spring. Last year, due to COVID restrictions, the presentation was moved to the Fall. The Board discussed when the award should be presented going forward. Motion by Carpinella, seconded by Jones, to move the Ruth Connell Award presentation for 2021 to the Fall. Carried.

C. Personnel.

1. Motion by Schmutz, seconded by Clarkson, that the Board appoint Curtis Palmowski, Custodial Worker I, effective 1/18/2021, at a salary of \$16.00 per hour. Carried
- X. Director's Report. Van Patten read a letter the Suburban Directors sent to the OCPL Director to thank OCPL staff for their efforts during this unprecedented time. Van Patten also reviewed the requirements for volunteer tax preparers to return to in-person preparation at the Library.
- XI. Adjournment. Motion by Clarkson, seconded by Carpinella that the meeting be adjourned at 8:49 p.m. Carried. The next Board meeting will be held on Wednesday, March 10, 2021 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

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

PRESENT: Craig Maguire, President; Linda Clarkson, Vice-President;
Mary Schmutz, Bruce Jones, Margaret Van Patten, Library Director; Krista Wells,
Secretary

EXCUSED: Mary Lou Carpinella

The Board meeting was called to order by President Maguire at 7:35 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 February 10, 2021 meeting. The minutes were distributed and discussed. Motion by Clarkson, seconded by Schmutz that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Budget Status Report for 7/1/2020 - 1/31/2021 was distributed and discussed. Motion by Schmutz, seconded by Clarkson that the Public Funds report for Cycle 7 - 7/1/2020 – 1/31/21 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated March 1, 2021 was distributed and discussed. Motion by Clarkson, seconded by Schmutz, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for February 10, 2021 to March 10, 2021 were distributed and discussed. Motion by Schmutz, seconded by Clarkson, that the bills for February 10, 2021 to March 10, 2021 be approved and accepted as presented. Carried.
- VI. Bills – Donation Fund. No bills presented.
- VII. Public Comments. None.
- VIII. Old Business.
 - A. Updates

1. Library Construction Grants. The quote for the charging unit, installation, and service plan was discussed. Motion by Clarkson, seconded by Jones to approve and accept the quote. Carried.
 - a. Charging Station Fees. Van Patten reviewed the charging fees currently in place for local charging units. Motion by Jones, seconded by Schmutz to charge \$0.15 per Kwh. Carried.
2. Monthly Energy Use Review. Energy usage remains on par with previous years.

B. Long Range Planning Committee. No updates at this time.

C. Annual Budget Vote and Trustee Election.

1. Details Review. Van Patten reviewed the notices being posted for the budget vote and trustee election. She detailed the terms open for election.
2. Election and Public Strategy. Van Patten stated that flyers will be made up and distributed to the public with the proposed budget.
3. Approve Election Inspectors' Salaries. Van Patten reviewed the salaries for election inspectors. Motion by Schmutz, seconded by Jones, to set the election inspectors' wage to \$15.00 per hour. Carried.
4. Budget Presentation to the Public. The budget presentation to the public will be held on April 14, 2021 at 7:25 p.m.

D. Continuation of Service Plan/Health & Safety Plan Update. The Continuation of Service Plan/Health & Safety Plan update distributed at the February meeting was discussed. Motion by Jones, seconded by Clarkson, to accept and approve the Continuation of Service Plan/Health & Safety Plan Updates. Carried.

E. Fine Free. Van Patten reviewed the current fine strategies at local branches. Motion by Clarkson, seconded by Schmutz, to extend the "fine free" period until June 30, 2021.

F. Other. None.

IX. New Business

- A. 2021/2022 Budget Adoption. The 2021/2022 proposed budget was distributed and discussed. Motion by Clarkson, seconded by Jones, to accept and approve the budget as presented. Carried.
- B. Tax Cap Update. To be reviewed at the April 14, 2021 board meeting.
- C. Memorandum of Understanding. Van Patten distributed a copy of the 2020/2021 MOU between the Baldwinsville Central School District and the library. The 2021-2022 agreement is to be approved at the April 14, 2021 board meeting.
- D. Purchasing Policy. The purchasing policy was discussed. Motion by Schmutz, seconded by Clarkson, to send any purchase over \$20,000 or any service over \$35,000 out for bid. Carried.
- E. Personnel. None.
- F. Approve Annual Report. The annual report was distributed and discussed. The report is compiled and sent to the state by March 30, 2021. Motion by Clarkson, seconded by Schmutz, to accept and approve the Annual Report. Carried.
- G. Other. None.
- X. Director's Report. Van Patten reported that she will propose a plan for continuing to operate during the construction at the next board meeting.
- XI. Adjournment. Motion by Clarkson, seconded by Jones that the meeting be adjourned at 9:30 p.m. Carried. The next Board meeting will be held on Wednesday, April 14, 2021 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – April 14, 2021

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

EXCUSED: Linda Clarkson, Vice-President

The Board meeting was called to order by President Maguire at 7:38 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 March 10, 2021 meeting. The minutes were distributed and discussed. Motion by Jones, seconded by Carpinella that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Budget Status Report for 7/1/2020 - 3/31/2021 was distributed and discussed. Motion by Carpinella, seconded by Jones that the Public Funds report for Cycle 9 - 7/1/2020 – 3/31/21 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated April 1, 2021 was distributed and discussed. Motion by Schmutz, seconded by Jones, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for March 10, 2021 to April 14, 2021 were distributed and discussed. Motion by Schmutz, seconded by Carpinella, that the bills for March 10, 2021 to April 14, 2021 be approved and accepted as presented. Carried.
- VI. Bills – Donation Fund. No bills presented.
- VII. Public Comments. None.
- VIII. Old Business.
 - A. Updates

1. Library Construction Grants. Van Patten reported that the architect (King & King) believe the Library is prepared for the project. Washington Street Partners (WSP) has agreed to a catch basin with a tie in to the drainage system for the library. WSP will cover the cost for the work associated with the catch basin and tie in. The project start date is May 3, 2021 and is projected to take approximately three (3) to four (4) weeks. Van Patten reviewed the changes in operation that will occur while the parking lot is under construction. She is currently looking for a lockable book drop box to rent or borrow during construction. Van Patten and Maguire reviewed the current status of the cooling tower and the discussions they have had regarding rebuilding/replacing the unit. Currently, Cooney is reporting a 16 week lead time to get a new unit. The project will need to be put out for bid due to the cost. Once the bid packets have been received, a decision will need to be made quickly.
 2. Monthly Energy Use Review. Energy usage remains on par with previous years. Maguire stated that data points were added to the graphs to indicate when LEDs were installed.
- B. Trustee Election and Budget Vote. Van Patten reported that there is a person running (unopposed) for each of the five (5) board seats.
- C. Agreement Between the Library and School District. The agreement with the Baldwinsville School District was discussed. Van Patten reported there have been no changes to the agreement over the past year. Motion by Jones, seconded by Schmutz to approve the agreement between the Baldwinsville School District and the Baldwinsville Public Library. Carried.
- D. Safety Plan Review. Van Patten informed the board of some updates to the safety procedures. Temperature checks are no longer being performed. Patrons are still required to sign in. Returned books are being held in quarantine for four (4) days. This may eventually be reduced. Based on current recommendations from the Centers for Disease Control (CDC), books do not need to be held in quarantine. The libraries are slowly reducing the quarantine period to avoid overwhelming the circulation system with books. Cleaning protocols are unchanged, but may be reduced in

the future based on guidance from local and national health agencies.

- E. Purchasing Policy. Van Patten reviewed the items of the purchasing policy that were awaiting board approval.

			Verbal Quotes	At Least 2 Written Quotes	Bid Required
Purchase Contracts					
	Under \$10,750		X		
	\$10,751-\$11,500			X	
	\$11,501-\$14,000			X	
	\$14,001-\$19,999				X
	\$20,000 and up				X
Public Work Contracts					
	Under \$12,000		X		
	\$12,001-\$20,000				X
	\$20,001-\$34,999				X
	\$35,000 and up				X
Emergencies		The methods of solicitation for these types of procurements vary depending on the circumstances encountered.			
Sole Source		The methods of solicitation for these types of procurements vary depending on the circumstances encountered.			
Professional Services		The methods of solicitation for these types of procurements vary depending on the circumstances encountered.			
Electronic Resources (e.g. Databases, e-Content)		The methods of solicitation for these types of procurements vary depending on the circumstances encountered.			

Motion by Jones, seconded by Carpinella, to approve and accept the Bid/Quote Schedule presented. Carried

- F. Other. Trustee Election Staff. Motion by Schmutz, seconded by Carpinella, to approve election voting specialists Mary Crego and Ron Waterbury; election volunteers Norma Widmann, Lynn Rosentell, Mark Bossert, and Holly Bossert; and alternate Jenny Doane. Carried.

IX. New Business

- A. Rescind Tax Cap. Motion by Jones, seconded by Schmutz, to rescind the motion made to override the tax cap at the November 11, 2020 board meeting. Carried.

4 in favor, 0 opposed, 1 abstentions/absence. Motion carried.

B. Personnel. None.

- X. Director's Report. Van Patten reported that all Onondaga County Public Library System (OCPL) full time employees that were furloughed have returned to work. Part time employees may be able to return soon. Some OCPL branches are still operating at reduced hours due to having to share staff. Van Patten reviewed the current state of the Memorandum of Understanding (MOU) and renegotiation issues. She stated that the OCPL Board has brought Jerry Nichols in to assist in resolving the issues related to updating the MOU to be acceptable to all parties.
- XI. Adjournment. Motion by Carpinella, seconded by Schmutz that the meeting be adjourned at 9:20 p.m. Carried. The next Board meeting will be held on Wednesday, May 12, 2021 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – May 12, 2021

PRESENT: Craig Maguire, President; Linda Clarkson, Vice-President; Mary Lou Carpinella; Mary Schmutz; Bruce Jones; Margaret Van Patten, Library Director; Krista Wells, Secretary

ALSO PRESENT: Lauren Russett

The Board meeting was called to order by President Maguire at 7:35 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 April 14, 2021 meeting. The minutes were distributed and discussed. Motion by Schmutz, seconded by Jones that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Budget Status Report for 7/1/2020 - 4/30/2021 has not been provided.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated May 1, 2021 was distributed and discussed. Van Patten reported donations to purchase children's books were made in memory of Maryella Annal and Heather Merrill. Motion by Clarkson, seconded by Carpinella, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for April 14, 2021 to May 12, 2021 were distributed and discussed. Van Patten reviewed the staff responsible for purchasing each type of content and how the encumbered amounts are used throughout the fiscal year. Motion by Carpinella, seconded by Clarkson, that the bills for April 14, 2021 to May 12, 2021 be approved and accepted as presented. Carried.
- VI. Bills – Donation Fund. The Donation Fund bills were presented and discussed. Van Patten reported \$50.00 reimbursement to Library for purchase of children's books in memory of Maryella Annal. Motion by Clarkson, seconded by Schmutz, that the Donation Fund bills be approved and accepted as presented. Carried.

- VII. Public Comments. Carpinella shared a comment from friends who have noticed the “Total Saved” section at the bottom of their library receipt. They believe this is a great addition.

VIII. Old Business.

A. Updates

1. Library Construction Grants.

- a. Parking Lot. Van Patten reported that the project is scheduled to start May 17, 2021. Van Patten stated she was able to obtain a mobile book drop from Fayetteville. Maguire stated he has contacted the owner of Washington Street Partners (WSP) regarding the cost for the portion of the project that will occur on their property to resolve the drainage issue. WSP questioned the amount and Maguire responded with an explanation of the steps taken to reduce costs. At this time, no response has been received from WSP. Van Patten reviewed the status of the cooling tower and indicated the project will go out for bid as soon as possible.
- b. Next Grant Cycle. Van Patten stated she would like to submit a grant application to have the children’s area updated. Browser bins would replace some of the current shelving units making it easier for children to flip through books. When the library was built, it had blueprints drawn up for a section of a canal boat to be built in the children’s area but was unable to raise funds for the construction. Van Patten would like to include this project in the grant for next year.

2. Monthly Energy Use Review. Energy usage is trending under the best historical markers.

- B. Annual Budget Vote and Trustee Election. Van Patten reported that the vote went well. The library had to mail absentee ballots to residents on the county’s permanent absentee ballot list. The final tally was 150 Yes votes, 13 No votes.

C. Health and Safety Plan. Van Patten reported the occupancy number has been increased by the State, but the library has not implemented that yet. The Clorox360 machine, sanitizer, and gloves are still in use. Some chairs have been put out, socially distanced, and toys that can be easily cleaned have been put out.

D. Other. None.

IX. New Business

A. Personnel. Motion by Jones, seconded by Clarkson, to appoint: Andrew Klein, Page, effective 5/3/21 at a salary of \$12.50 per hour; Mary Gilhooly, Page, effective 5/3/21 at a salary of \$12.50 per hour; Milo Austin, Page, effective 5/4/21 at a salary of \$12.50 per hour; Wendy Dickens, Clerk, effective 5/4/21 at a salary of \$13.00 per hour. Carried.

B. Approve 2021-2022 Salaries. Van Patten reviewed changes being made to payroll. Motion by Schmutz, seconded by Clarkson, to approve the salaries presented for the 2021-2022 fiscal year. Carried.

X. Director's Report. Nancy received a grant for \$8,000.00 to digitize materials, Van Patten dropped off a batch of microfilm at the Library Council near Potsdam. They will digitize the content. Van Patten reported the library will no longer provide locks for employee lockers. Employees will need to provide their own lock.

XI. Adjournment. Motion by Clarkson, seconded by Carpinella that the meeting be adjourned at 9:24 p.m. Carried. The next Board meeting will be held on Wednesday, June 9, 2021 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – June 9, 2021

PRESENT: Craig Maguire, President; Mary Lou Carpinella; Mary Schmutz; Bruce Jones; Margaret Van Patten, Library Director

ABSENT: Linda Clarkson, Vice-President;

The Board meeting was called to order by President Maguire at 8:10 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 May 12, 2021 meeting. The minutes were distributed and discussed. Motion by Schmutz, seconded by Jones, that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Budget Status Report for 7/1/2020 - 4/30/2021 was distributed and discussed. Motion by Jones, seconded by Schmutz, that The Public Funds Report for 7/1/2020 - 4/30/2021 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated June 1, 2021 was distributed and discussed. Motion by Schmutz, seconded by Jones, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for May 12, 2021- June 09, 2021 were distributed and discussed. Motion by Carpinella, seconded by Jones, that the bills for May 12, 2021- June 09, 2021 be approved and accepted as presented. Carried.
- VI. Bills – Donation Fund. The Donation Fund bills in the amount of \$500.00 were presented and discussed. Motion by Schmutz, seconded by Carpinella, that the Donation Fund bills be approved and accepted as presented. Carried.
- VII. Public Comments. None.

VIII. Old Business.

A. Updates

1. Library Construction Grants.

- a. Parking Lot. Van Patten gave an update on parking lot progress. Based on Maguire's discussion with the foreman it looks like additional electrical work may be needed. Maguire and Van Patten are working on the issue with the architect.

2. Monthly Energy Use Review. Energy usage is at the same data point as last year.

- B. Fine Policy. A policy was approved to extend no library fines to December 2021 so the new trustees can join the discussion about extending it permanently. Motion by Schmutz, seconded by Jones to extend the no fine policy to December 2021. Carried.

- C. Health and Safety Plan. The Board approved the Green Plan revisions as presented. Motion by Maguire, seconded by Schmutz, that the Green Plan revisions be approved. Carried.

- D. Other. None.

IX. New Business

- A. A nominating committee composed of Schmutz, Jones, Maguire, Carpinella and Clarkson was formed. They will present names for officers of the Board for the next fiscal year at the next Board meeting.
- B. The Budget Vote for 2022 will be April 28, 2022. Motion by Schmutz, seconded by Jones. Carried.
- C. Motion by Carpinella, seconded by Jones, that the insurance policy for July 2021-June 2022 be accepted as written. Carried.
Discussion of cyber-security was tabled for the next Board meeting.
- D. Personnel. Motion by Jones, seconded by Schmutz, to accept for following personnel changes:
Appoint Breanna Froio, Page, effective 5/3/21 at a salary of \$12.50 per hour.
Accept resignation of Andrea Abbott, Librarian, effective May 20, 2021

Accept resignation of Fran Sylvester, Librarian, effective May 20, 2021.

Accept resignation of Brendan Rielly, Page, effective 6/2/21.
Carried.

- E. Board Materials via Email. The Board discussed receiving Board mailings via email with paper copies distributed at the meetings. Discussion was tabled so the new trustees can join the conversation at the next meeting.

- X. Adjournment. Motion by Jones, seconded by Schmutz, that the meeting be adjourned at 9:45 p.m. Carried. The next Board meeting will be held on Wednesday, July 14, 2021 at 7:30 p.m.

Respectfully submitted.

Mary Lou Carpinella

Secretary Pro-tem

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – July 14, 2021

PRESENT: Craig Maguire, President; Linda Clarkson, Vice-President; Bruce Jones, Mary Schmutz, Lauren Russett, Margaret Van Patten, Library Director; Krista Wells, Secretary

EXCUSED: Mary Lou Carpinella, Pamela Falleson

- I. The Board meeting was called to order by Secretary Wells at 7:34 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
- III. Oath of Office for Newly-Elected Trustees. Trustee-elects Jones, Maguire, and Russett signed the Oath of Office.
- IV. Report of the Nominating Committee and Election of Officers. Maguire 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 Schmutz, seconded by Jones that Craig Maguire be elected President. Carried.

Motion by Jones, seconded by Russett that Linda Clarkson be elected Vice-President. Carried.

Secretary Wells turned the meeting over to President Maguire.

- V. Organizational Details
 - A. Monthly Meeting Night. VanPatten will inquire if moving the meeting night later in the month will allow financial data to be provided prior to the meeting. Meeting date will be set and revisited based on those findings. Motion by Clarkson, seconded by Russett to set the regular monthly meeting night as the second Wednesday of the month. Carried.

- B. Official Newspaper. Motion by Schmutz, seconded by Clarkson to set the official newspapers as the Messenger and Post Standard. Carried.
 - C. Appoint Public and Donation Fund Treasurers.
 - 1. Motion by Clarkson, seconded by Jones to appoint Tim Lynch as Public Fund Treasurer. Carried.
 - 2. Motion by Clarkson, seconded by Jones to appoint Abe Morelli as Donation Fund Treasurer. Carried.
 - D. Appoint Secretary. Motion by Russett, seconded by Clarkson to appoint Krista Wells as Secretary. Carried
 - E. Attorney. Motion by Jones, seconded by Russett to appoint Rosemary Bucci as Attorney. Carried.
- VI. Disposition of Minutes of June 9, 2021 meeting. The minutes were distributed and discussed. Motion by Schmutz, seconded by Jones that the minutes be accepted as presented. Carried.
- VII. Treasurer's Report – Public Fund. The official end of year Public Fund report has not been completed yet. Van Patten was able to print out current reports. These reports were distributed and discussed in section XIII. New Business – D. Encumbrances
- VIII. Treasurer's Report – Donation Fund. None
- IX. Bills – Public Fund. The bills for June 9, 2021 to June 30, 2021 and July 1, 2021 to July 14, 2021 were distributed and discussed.
- Motion by Clarkson, seconded by Schmutz that the bills for June 9, 2021 to June 30, 2021 be approved and accepted as presented. Carried.
- Motion by Jones, seconded by Schmutz that the bills for July 1, 2021 to July 14, 2021 be approved and accepted as presented. Carried.
- X. Bills – Donation Fund. The Donation Fund bills were discussed. Motion by Jones, seconded by Russett 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 handicapped signs have been installed and the speed bumps will be installed once the end caps come in. Next month there should be a breakdown of all monies spent on the project. VanPatten will file the amendment with the State requesting to use the remaining grant money for the cooling tower replacement.
2. Monthly Energy Review. Maguire reported there was a slight upturn in energy during June. This may be attributed to the changes in operating procedures during the parking lot construction. This usage will be monitored closely to ensure it returns to the baseline.

- B. Board Mailings. The distribution of materials for Board meetings was discussed. Motion by Jones, seconded by Clarkson to email materials in advance and provide hard copies at the August meeting. Carried.
- C. Fine Free. VanPatten updated the Board on the fine free status of local libraries. Liverpool, Jamesville Dewitt, and Tully are currently fine free for everything except their "Library of Things" offerings.
- D. Other. None.

XIII. New Business

- A. Petty Cash – Postage Asset Account. Motion by Schmutz, seconded by Russett that the Petty Cash account be set up with \$250 and the Postage Asset account be set up with \$200. Carried.
- B. Purchasing Agents. Motion by Jones, seconded by Clarkson that Meg Van Patten, Cindy Snyder, and Nancy Howe be authorized to sign Purchase Orders. Carried.
- C. Year-End Budget Transfers. Van Patten distributed and discussed proposed year-end budget transfers. Motion by Jones, seconded by Russett to approve and accept the Year-End Budget Transfers as presented. Carried.

D. Encumbrances. Motion by Clarkson, seconded by Jones to encumber \$23,028.00 to the 2021/2022 fiscal year for the Parking Lot. Carried.

E. Committee Assignments. To be reviewed next month.

F. Personnel.

1. Motion by Russett, seconded by Clarkson, that the Board accept the resignation of Colin DeLaney, Library Page, effective July 16, 2021. Carried

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

H. August Board Meeting. Motion by Russett, seconded by Schmutz, that the August Board meeting be held on August 4, 2021 at 7:30 p.m. Carried.

XIV. Directors Report. Van Patten provided an update on the Memorandum of Understanding (MOU). The MOU is currently being reviewed by the County lawyer. The goal is to have something for the Board to review by September or October. The committee has generated a number of supporting documents in addition to the MOU to help define the responsibilities and structures of the organization.

XV. Adjournment. Motion by Clarkson, seconded by Schmutz that the meeting be adjourned at 9:21 p.m. Carried. The next Board meeting will be held on Wednesday, August 4, 2020 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – August 4, 2021

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

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

The Board meeting was called to order by President Maguire at 7:38 p.m.

- I. Disposition of Minutes of July 14, 2021. The minutes were distributed and discussed. Motion by Schmutz, seconded by Russett that the minutes be accepted as presented. 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 Final Budget Status Report as of: 06/30/2021 was distributed and discussed. Motion by Jones, seconded by Fallesen that the Final Budget Status Report as of: 06/30/2021 be approved and accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. None
- V. Bills – Public Fund. The bills for July 14, 2021 to August 4, 2021 were distributed and discussed. Motion by Fallesen, seconded by Russett that the bills for July 14, 2021 to August 4, 2021 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. Van Patten reported the grant is projected to have approximately \$38,600.00 remaining after the parking lot construction and the cooling tower projects. She will work with Myriad to get an updated

quote for installing LED lights in the basement and reach out to Cooney to investigate options for an in-line air purification system.

2. Monthly Energy Review. None, National Grid reports do not update until the 6th of the month.

B. Health and Safety Plan. Van Patten reported that no libraries within the system are currently requiring their staff to get vaccinated or have regular testing. A few libraries have returned to requiring masks regardless of vaccination status. It was discussed to follow the guidance of the County and the Baldwinsville Central School District.

C. Late Fees. Van Patten updated the Board on the fine free status of local libraries. Van Patten stated that studies have shown fines are not the deterrent to returning items late.

IX. New Business

A. Cybersecurity. President Maguire would like to assess the current state of the library's cyber security and backup/recover ability in the event of another ransomware attack. He would then like to start drafting a plan to reduce vulnerabilities and, in the event of another attack, reduce impact to services, downtime, and data loss.

X. Directors Report. Van Patten provided the Memorandum of Understanding (MOU) between the OCPL System and the OCPL Member Libraries. Van Patten reviewed the options available for any member board that votes no in the event the MOU is approved by a 75% majority of the member library boards.

XI. Adjournment. Motion by Fallesen, seconded by Schmutz that the meeting be adjourned at 9:26 p.m. Carried. The next Board meeting will be held on Wednesday, September 8, 2021 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – September 8, 2021

PRESENT: Craig Maguire, President; Linda Clarkson, Vice-President; Mary Schmutz, Lauren Russett, Pamela Fallesen, Mary Lou Carpinella, Margaret Van Patten, Library Director; Krista Wells, Secretary

EXCUSED: Bruce Jones

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

- I. Disposition of Minutes of August 4, 2021. The minutes were distributed and discussed. Motion by Russett, seconded by Fallesen that the minutes be accepted as presented. 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 - 7/31/2021 was distributed and discussed. Motion by Russett, seconded by Fallesen that the Public Funds report for Cycle 1 - 7/1/2021 – 7/31/21 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund reports dated July 1, 2021, August 1, 2021, and September 1, 2021 were distributed and discussed.

Motion by Carpinella, seconded by Russett, that the Donation Fund report dated July 1, 2021 be approved and accepted as presented. Carried.

Motion by Clarkson, seconded by Fallesen, that the Donation Fund report dated August 1, 2021 be approved and accepted as presented. Carried.

Motion by Fallesen, seconded by Clarkson, that the Donation Fund report dated September 1, 2021 be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for August 4, 2021 to September 8, 2021 were distributed and discussed. Motion by Carpinella, seconded by

Fallesen that the bills for August 4, 2021 to September 8, 2021 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. Van Patten reported the grant is projected to have approximately \$41,100.00 remaining after the parking lot construction and the cooling tower projects. Myriad provided an updated quote for installing LED lights in the basement, \$9,872.00. Van Patten will reach out to Cooney regarding HVAC sanitation and dehumidification options.

B. Monthly Energy Use Review. National Grid reports for this month have not been posted yet. A review of the previous month shows therms are on track with previous years; kWh show a slight increase that may be due to the construction projection and will continue to be monitored.

C. Fine Free. Van Patten updated the Board on the fine free status of local libraries. Van Patten stated that Suburban Directors moved up the overdue/collection notice to 30 days. The change will go into effect this month.

D. OCPL Memorandum of Understanding (MOU). The MOU must be accepted by at least 75% of the member library boards of trustees to go into effect. Van Patten reviewed the consequences of approving or not approving the MOU. Motion by Fallesen, seconded by Schmutz, to approve and accept the OCPL Memorandum of Understanding. Carried.

E. Other. Maguire requested the following items be added to the agenda under section VIII. Old Business: Mold Remediation, UV Project, Basement LEDs

IX. New Business

A. Personnel Changes.

Motion by Russett, seconded by Fallesen, to accept the resignation of Kimberley Rivera-Cotto, Library Clerk, effective 8/20/2021. Carried.

Motion by Russett, seconded by Fallesen, to accept the resignation of Lauren Shaler, Page, effective 8/30/21. Carried.

B. New Emergency After Hours Team Member. Van Patten discussed the need for local members to be added to the emergency call list. Responsibilities were discussed. Van Patten took down the names and contact information for volunteers.

X. Directors Report. Van Patten reported the money from the state aid came in yesterday, \$9,064. She reported an architect connected to the Annal family has looked at the blue prints for the canal boat. Van Patten spoke with the new superintendent, they will continue to salt the parking lot this year, the library will contribute \$500 for salt. Some libraries are requiring hired performers to either be vaccinated or provide proof of a negative COVID test.

Motion by Carpinella, seconded by Clarkson to approve the following COVID-19 policy:

In accordance with the Baldwinsville Central School District, all Baldwinsville Public Library (BPL) employees and volunteers (staff) must either be vaccinated against COVID-19 or show proof of a negative COVID-19 test weekly. In absence of a negative weekly test, staff must leave the BPL property and obtain a COVID-19 test. Failure to comply with this policy may result in corrective action up to an including suspension without pay. Staff may return to work once proof of a negative weekly COVID-19 test has been provided. Carried.

XI. Adjournment. Motion by Russett, seconded by Fallesen that the meeting be adjourned at 9:23 p.m. Carried. The next Board meeting will be held on Wednesday, October 13, 2021 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – October 13, 2021

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

EXCUSED: Linda Clarkson, Vice-President; Mary Lou Carpinella, Lauren Russett

The Board meeting was called to order by President Maguire at 7:41 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 September 8, 2021. The minutes were distributed and discussed. Motion by Jones, seconded by Schmutz that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Budget Status Reports for 7/1/2020 - 6/30/2021 and 7/1/2021 - 8/31/2021 were distributed and discussed. Motion by Fallesen, seconded by Jones that the Public Funds report for Cycle 98 - 7/1/2020 – 6/30/21 and Cycle 02 - 7/1/2021 – 8/31/21 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated October 1, 2021 was distributed and discussed.

Motion by Schmutz, seconded by Fallesen, that the Donation Fund report dated October 1, 2021 be approved and accepted as presented.
Carried.
- V. Bills – Public Fund. The bills for September 8, 2021 to October 13, 2021 were distributed and discussed. Motion by Jones, seconded by Fallesen that the bills for September 8, 2021 to October 13, 2021 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. Van Patten stated there is a noticeable difference in the parking lot drainage since the construction project. Van Patten reviewed the remaining balance of the construction grant and the available options for utilizing the funds (cost breakdown available in Director's Report for Board Meeting... October 13, 2021 handout).

Motion by Jones, seconded by Schmutz, to approve adding the proposed heat pumps to the existing construction grant. Carried.

Motion by Fallesen, seconded by Jones, to approve adding the proposed security camera on the lighting pole in the parking lot to the existing construction grant. Carried.

Motion by Fallesen, seconded by Jones, to approve adding the proposed LED light replacements in the basement to the existing construction grant. Carried.

- a. Basement LEDs. Updating the remaining lights to LEDs was discussed. At this point, the only remaining lights to update are in the basement.
 - b. UV Project. None
2. Monthly Energy Use Review. Energy usage is still on track. Natural Gas is projected to have a 31% increase this winter. Not much can be done to mitigate usage of natural gas.
3. Fundraiser: Barnes and Noble Book Fair. No meeting yet. Date set as November 27, 2021.

- B. OCPL Update. All libraries have approved the Memorandum of Understanding (MOU). The MOU will now go before the System Board for approval.

- C. Ruth Connell Award. Van Patten explained the history of the Ruth Connell Award and how the recipient is selected. Award date set for November 18, 2021. Fallesen volunteered to assist Maguire in reviewing the nomination from staff members.

D. Health and Safety.

Motion by Schmutz, seconded by Fallesen, to add the COVID-19 Vaccination and Testing policy approved at the September 8, 2021 Board of Trustees meeting to the Health and Safety Plan. Carried.

- E. Mold Remediation. Van Patten reported everything in the basement is being cleaned. Things that cannot be sufficiently cleaned are being properly disposed of. The shelving manufacturer has been contacted to see if there is a way to move the shelves from the wall and have them free standing, back-to-back.

- F. Fine Policy. Maguire requested this topic be postponed to the next meeting.

- G. Friends of the Library. Van Patten reported that the Friends of the Baldwinsville Public Library needs some assistance. It was recently discovered that the 501c3 status has been auto revoked due to non-filing of taxes.

IX. New Business

A. Personnel Changes.

Motion by Schmutz, seconded by Jones, to accept the resignation of Pamela Darstein effective 9/17/2021. Carried.

Motion by Jones, seconded by Schmutz, to accept the resignation of Breanna Froio effective 9/23/2021. Carried.

Motion by Fallesen, seconded by Schmutz, to appoint Ryan Somelofske as Library Clerk I, at \$14.00 an hour, effective 10/1/2021. Carried.

Motion by Schmutz, seconded by Jones, to appoint Emma Curtis as Page, at \$12.50 an hour, effective 10/6/2021. Carried.

Motion by Jones, seconded by Schmutz, to raise the hourly rate of all staff members earning \$12.50 an hour to \$13.20 an hour. Carried.

Motion by Schmutz, seconded by Jones, to appoint Sue Hourihan as Clerk, at \$14.00 an hour, effective 11/1/2021. Carried.

Motion by Fallesen, seconded by Schmutz, to appoint Deborah Nemes as Clerk, at \$15.00 an hour, effective 11/1/2021. Carried.

- X. Directors Report. Van Patten reported that Assemblyman Magnarelli will be visiting the Library on October 26th to see the updates to the interior of the Library and the parking lot. She stated the Library may be receiving more funds to allocate towards children's programming from the Assemblyman. Van Patten also updated the Board regarding the architect who got blueprints for the canal boat on behalf of the Annal Family. He has contacted Meg and asked for a meeting to show sketches of his suggestions for the children's area.
- XI. Adjournment. Motion by Fallesen, seconded by Schmutz that the meeting be adjourned at 9:26 p.m. Carried. The next Board meeting will be held on Wednesday, November 10, 2021 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary

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

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – December 8, 2021

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

EXCUSED: Bruce Jones, Pamela Fallesen, Linda Clarkson, Vice-President

ALSO PRESENT VIA ZOOM: Joyce Myers

The Board meeting was called to order by President Maguire at 7:57 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 November 10, 2021. The minutes were distributed and discussed. Motion by Schmutz, seconded by Carpinella that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Budget Status Report for 7/1/2021 - 10/31/2021 were distributed and discussed. Motion by Carpinella, seconded by Russett that the Public Funds report for Cycle 04 - 7/1/2021 – 10/31/21 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated December 1, 2021 was distributed and discussed. Motion by Carpinella, seconded by Schmutz, that the Donation Fund report dated December 1, 2021 be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for November 10, 2021 to December 8, 2021 were distributed and discussed. Motion by Schmutz, seconded by Russett that the bills for November 10, 2021 to December 8, 2021 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. No updates
2. Monthly Energy Use Review. Kw usage not available.
Natural Gas usage stayed close to the trend line.
3. Fundraiser: Barnes and Noble Book Fair. The Book Fair was, in some ways, quieter this year. The restrictions placed on the Library by Barnes and Noble may have impacted the sale to the point where the sale might not be worth continuing. The Board will wait for the final total from the sale and evaluate going forward.

B. Fine Free. Unanimous vote to permanently go fine free. Motion by Carpinella, seconded by Schmutz to permanently remove late fees and fines. Carried. Patrons will still be charged for the price of items not returned.

C. Friends. A meeting will be held in the new year with members of the Friends, President Maguire, Director Van Patten, and Secretary Wells to discuss next steps for the Friends.

D. Other. None.

IX. New Business

A. Intellectual Freedom. Van Patten informed the Board of an increasing in censorship attempts across the country. This has led the New York Library Association (NYLA) to adopt a Statement on the Defense of Intellectual Freedom. Van Patten reviewed the policy for review if a patron has an issue with a title carried by the Library. The Board discussed the censorship attempts and reaffirmed that the Library does not take a political or religious stance. Furthermore, the Library does not serve in loco parentis, it is up to the parent or guardian to decide what materials a child has access to. The Board voted unanimously to adopt the proposed Statement in Defense of Intellectual Freedom.

Motion by Russett, seconded by Schmutz, to adopt the proposed Statement on the Defense of Intellectual Freedom. Carried.

B. Personnel Changes. None.

- X. Directors Report. Van Patten updated the Board on the current quarantine requirements for COVID-19 exposure. Van Patten utilized the Ask A Lawyer service to clarify the current requirements.

Carpinella requested to discuss an additional topic before closing the meeting. Carpinella proposed that going forward all Board members notify Van Patten and Maguire one week prior to a regularly scheduled meeting if they are unable to attend the meeting. If an emergency occurs, and a Board member is unable to attend a meeting they were scheduled to attend, they should contact Van Patten or Maguire within 5 minutes of the scheduled start time of the meeting. This should help to prevent long delays starting the Board meeting and help ensure a quorum is met.

- XI. Adjournment. Motion by Russett, seconded by Schmutz that the meeting be adjourned at 9:18 p.m. Carried. The next Board meeting will be held on Wednesday, January 12, 2021 at 7:30 p.m.

Respectfully submitted.

Krista Wells, Secretary