

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

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

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

The Board meeting was called to order by President Maguire at 7:33 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members of library matters.
- II. Disposition of Minutes of December 8, 2021. The minutes were distributed and discussed. It was noted that Schmutz was listed as both PRESENT and EXCUSED. Schmutz was present at the December 8, 2021 meeting. Motion by Fallesen, seconded by Jones that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Budget Status Report for 7/1/2021 - 11/30/2021 was distributed and discussed. Motion by Fallesen, seconded by Russett that the Public Funds report for Cycle 05 - 7/1/2021 – 11/30/21 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated January 1, 2022 was distributed and discussed. Motion by Russett, seconded by Jones, that the Donation Fund report dated January 1, 2022 be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for December 8, 2021 to January 12, 2022 were distributed and discussed. Motion by Jones, seconded by Fallesen that the bills for December 8, 2022 to January 12, 2022 be approved and accepted as presented. Carried.
- VI. Bills – Donation Fund. Van Patten informed the Board of a reimbursement to the Library from the Butler Fund in the amount of \$29.35 for the purchase of *Where the Cotton Grows* by Paul Ashton Vick. Motion by Fallesen, seconded by Russett that the Donation Fund bills be approved and accepted as presented. Carried.

VII. Public Comments. None.

VIII. Old Business.

A. Updates

B. Library Construction Grants. No updates.

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

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

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

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

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

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

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

IX. New Business

- A. Schedule Budget Meetings. The Budget Committee with consist of President Maguire, Van Patten and Jones. A meeting will be scheduled at the earliest convenience.
- B. Trustee Training. Van Patten reminded trustees of the training book club email. Six (6) sessions are scheduled over the next couple months that count towards the mandated two (2) hours of annual trustee training.
- C. Change Meeting Time to 7:00 pm. Motion by Fallesen, seconded by Jones to move the start time of the regularly scheduled Board meetings to 7:00 pm. Carried.

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

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

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – February 9, 2022

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

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

The Board meeting was called to order by President Maguire at 7:08 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 12, 2022. 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 - 12/31/2021 was distributed and discussed. Motion by Russett, seconded by Maguire that the Public Funds report for Cycle 06 - 7/1/2021 – 12/31/21 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated February 1, 2022 was distributed and discussed. Motion by Maguire, seconded by Jones, that the Donation Fund report dated February 1, 2022 be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for January 12, 2022 to February 9, 2022 were distributed and discussed. Motion by Maguire, seconded by Russett that the bills for January 12, 2022 to February 9, 2022 be approved and accepted as presented. Carried.
- VI. Bills – Donation Fund. None.
- VII. Public Comments. None.
- VIII. Old Business.
 - A. Updates

B. Library Construction Grants. No updates.

1. Monthly Energy Use Review. Trending close to this time previous years.

C. Childrens' Area Renovations. Some money has been raised for renovations. It is unknown at this time if the renovation will have to be put to a public vote. All types of donations and fundraising are being considered. The staff plans to also do a fundraiser.

D. Community Room Flooring. Meg and Craig have flooring samples. They are also looking into Flotex which was recommended by another library.

IX. New Business.

A. Budget Vote/Trustee Election. The Budget Vote will be held on April 28, 2022. Meg distributed the time-line for the Trustee election process. Petitions will be available at the library starting March 4th and will be due at the school district office by March 29th.

B. Personnel. Motion by Fallesen, seconded by Jones that the Board appoint Katherine Kisselstein as Librarian I at a salary of \$19.70 an hour effective February 1, 2022. Carried.

C. OCPL Trustee. Russett was appointed to represent the library at OCPL meetings which are held two or three times a year.

D. Donation Fund. Motion by Schmutz, seconded by Fallesen to add Maguire and remove Aitken from the Seneca Federal Donation Fund account and add Craig Maguire.

E. Masking. The Board decided to keep the mask mandate regardless of the State guidelines changing. If the schools move forward with changing mask mandates, the Board will revisit the issue.

X. Director's Report. Van Patten is sending Friday Updates via email to the BPL staff to encourage better communication. She has also developed appreciation notes for staff to use when they want to compliment fellow staff members. The library has leftover COVID test kits from the giveaway on Tuesday night. They are available at the circ desk.

- XI. Adjournment. Motion by Jones, seconded by Fallesen that the meeting be adjourned at 8:27 p.m.

Respectfully submitted.

Lauren Russett

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – March 9, 2022

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

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

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 February 9, 2022 meeting. The minutes were distributed and discussed. Motion by Fallesen, seconded by Jones that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Budget Status Report for 7/1/2021 - 1/31/2022 was distributed and discussed. Motion by Fallesen, seconded by Maguire that the Public Funds report for Cycle 7 - 7/1/2021 – 1/31/22 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated March 1, 2022 was distributed and discussed. Motion by Jones, seconded by Fallesen, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for February 9, 2022 to March 9, 2022 were distributed and discussed. Motion by Maguire, seconded by Fallesen, that the bills for February 9, 2022 to March 9, 2022 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. No updates.
2. Monthly Energy Use Review. Therms were higher than previous markers, it is thought this is due to the cold January. No other outliers.

B. 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 Maguire, seconded by Jones, to set the election inspectors' wage to within 5% of the previous year's wage. Carried.
4. Budget Presentation to the Public. The budget presentation to the public will be held on April 13, 2022 at 6:55 p.m.

C. Continuation of Service Plan/Health & Safety Plan Update. The Continuation of Service Plan/Health & Safety Plan was discussed.

D. Other. None.

IX. New Business

- A. 2021/2022 Budget Adoption. The 2021/2022 proposed budget was distributed and discussed. Motion by Fallesen, seconded by Jones, to accept and approve the budget as proposed during the meeting. Carried.
- B. Tax Cap Update. To be reviewed at the April 13, 2022 board meeting.
- C. Purchasing Policy. None.

D. Personnel. None.

E. Approve Annual Report. The annual report was distributed and discussed. The report is compiled and sent to the state by March 30, 2022. There are a number of new fields on the report that are optional this year, but will become required in the future. Director Van Patten compiled the report following instructions from the State of New York. President Maguire approves the report. Motion by Maguire, seconded by Fallesen, to accept and approve the Annual Report. Carried.

F. Other. None.

X. Director's Report. Van Patten reported that Abe has looked at the flooring samples and recommended the Flotec. He has provided notes on the samples and they are available in Van Patten's office for the Board to review. The annual Breakfast with the Bunny fundraiser at the Fireside Inn will benefit the Annal's Angels Foundation and the Library project to update the Children's area. BCSD suggested that the project might need a public vote. The general consensus is that it will not since the project is not being completed with money raised from taxpayers. Van Patten has submitted a question regarding this to the Ask a Lawyer group.

A staff member inquired about the need to continue proving negative COVID-19 tests if unvaccinated. The Board discussed the options available and agreed to re-evaluate this topic monthly. Motion by Jones, seconded by Fallesen, to remove the COVID-19 testing requirement for non-vaccinated employees who continue to wear a mask while on Library property. Non-vaccinated employees who wish to go unmasked on Library property must continue to provide proof of a negative COVID-19 test weekly. Carried.

Van Patten reported a staff member has inquired if the Library can do something to show support for Ukraine, such as display a flag or ribbons in the country's colors. The Board discussed this topic in depth. The Library is not the place for public statements regarding political matters. If the BCSD or OCPL makes a public statement, the Library may reconsider. Van Patten stated that the NYLA has recently made a statement supporting the libraries in Ukraine, highlighting the efforts they are making during this time. Fallesen asked if it would be possible to put up information regarding reputable places to donate, situations like this tend to create a lot of scam donation sites. Van Patten will look into that.

- XI. Adjournment. Motion by Fallesen, seconded by Jones that the meeting be adjourned at 8:59 p.m. Carried. The next Board meeting will be held on Wednesday, April 13, 2021 at 7:00 p.m.

Respectfully submitted.

Krista Wells, Secretary

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

PRESENT: Craig Maguire, President; Bruce Jones, Lauren Russett, Pamela Fallesen, Mary Schmutz, 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 7:05 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 9, 2022 meeting. The minutes were distributed and discussed. Motion by Fallesen, seconded by Russett that the minutes be accepted as presented. Carried.
- III. Treasurer's Report – Public Fund. The Budget Status Reports for 7/1/2021 - 3/31/2022 was distributed and discussed. Motion by Fallesen, seconded by Jones that the Public Funds report for Cycle 8 & 9 - 7/1/2021 – 3/31/22 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated April 1, 2022 was distributed and discussed. Motion by Fallesen, seconded by Russett, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for 03/09/22-04/13/22 were distributed and discussed. Motion by Jones, seconded by Russett, that the bills for 03/09/22-04/13/22 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 State has a new form they are using for construction grant

submissions. She will re-submit the information using the new form.

2. Monthly Energy Use Review. No outliers.

- B. Trustee Election and Budget Vote. Van Patten reported everything is on track for voting day. Absentee ballots will be mailed out by the end of the week. Motion by Fallesen, seconded by Jones, to approve Election Inspectors: Mary Crego and Ron Waterbury; Election Volunteers: Norma Widmann, Lynn Rosentel, and Barbara Helget; and Alternate: Jenny Doane. Carried.
- C. Agreement Between the Library and School District. The agreement with the Baldwinsville School District was read and discussed. Van Patten reported there have been no changes to the agreement over the past year. Motion by Russett, seconded by Jones to approve the agreement between the Baldwinsville School District and the Baldwinsville Public Library. Carried.
- D. Safety Plan Review. Van Patten reviewed how things are working with the new no mask = test / no test = mask policy for unvaccinated staff and volunteers. The Library continues to follow the guidance of the CDC and BCSD policy regarding masks.
- E. Ideas for Recognitions for Ed, Barb and Bob. Ideas for memorials were viewed and discussed. It was decided Board members will bring ideas to review to the next Board meeting.
- F. Other. None.

IX. New Business

- A. Rescind Tax Cap. Motion by Fallesen, seconded by Schmutz, to rescind the motion made to override the tax cap at the November 10, 2021 board meeting. Carried.

5 in favor, 0 opposed, 2 abstentions/absence. Motion carried

- B. Personnel. Motion by Fallesen, seconded by Russett, to accept, with regrets, the resignation of Chris Wolff, Daytime Page, effective April 29, 2022. Carried.

- X. Director's Report. Van Patten reported that the Library and the Museum will share the cost of a dumpster to begin clean out in the basement. The tentative plan is for a sale the last week of June. After the sale the flooring in the Community Room can be replaced. Van Patten brought flooring samples to the meeting for the Board to review. Van Patten reported that the revenue received from the ChargePoint charging stations is increasing, this past month was close to double the month prior.
- XI. Adjournment. Motion by Fallesen, seconded by Russett that the meeting be adjourned at 8:20 p.m. Carried. The next Board meeting will be held on Wednesday, May 11, 2021 at 7:00 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – May 11, 2022

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

EXCUSED: Mary Lou Carpinella

ALSO PRESENT: Steve McMahon, Trustee-elect

The Board meeting was called to order by President Maguire at 7:16 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 13, 2022 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 7/1/2021 - 4/30/2022 was distributed and discussed. Motion by Clarkson, seconded by Fallesen that the Public Funds report for Cycle 10 - 7/1/2021 – 4/30/22 be accepted as presented. Carried.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated May 1, 2022 was distributed and discussed. Motion by Russett, seconded by Fallesen, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for April 13, 2022 to May 11, 2022 were distributed and discussed. Motion by Fallesen, seconded by Clarkson, that the bills for April 13, 2022 to May 11, 2022 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 will fill out the new for required by New York State for the use of the remaining grant funds.

2. Monthly Energy Use Review. No outliers.

B. Annual Budget Vote and Trustee Election. Budget vote passed. Steve McMahon was elected to the Board with 30 write in votes. Trustee-elect McMahon inquired as to the separate dates for the Library and School District votes. Van Patten stated that the votes have historically not been held on the same date, with the exception of the budget vote that was held exclusively via mail due to the pandemic. This separation allows for the Library to hold its vote in April and complete all necessary personnel paperwork before the beginning of the new fiscal year. The separation in date also helps to keep the proposed operating budgets separate. If held on the same day, it could be easy to interpret as one total budget.

C. Health and Safety Plan. No updates.

D. Community Room Flooring. Van Patten requested a decision on the Community Room Flooring. The Board reviewed and discussed the samples. Motion by Russett, seconded by Fallesen, to select Milliken Root Work Series RTW 204 Enchant as the new flooring for the Community Room. Carried.

E. Recognitions for Ed, Barb and Bob. Maguire will work with Jones to get some submarine information and an Adirondack motif for Bob. It was discussed at the previous meeting to possibly name the new canal boat after Ed. Van Patten will get some examples of statues of children reading or being read to for Barb.

F. Other. Van Patten is having a camera installed and pointed at the ChargePoint station.

IX. New Business

A. Personnel. Motion by Fallesen, seconded by Russett, to accept, with regrets, the resignation of Chris Wolff, Daytime Page, effective May 18, 2022. Carried.

- B. Sale and Disposal of Library Property. Van Patten reviewed a proposed Sale and Disposal of Library Property policy. The Board reviewed the initial plan to share in the rent of a dumpster to clean out the basement. A sale will be held in the Community Room the last weekend in June. After the sale, any remaining items will be offered to surrounding libraries. Any items that are left unclaimed will be disposed of. Motion by Russett, seconded by Schmutz, to approve the current timeline for sale and disposal of Library property. Carried.

Motion by Fallesen, seconded by Russett, to approve the Sale and Disposal of Library Property policy as proposed. Carried.

- C. Approve 2022-2023 Salaries. Motion by Schmutz, seconded by Russett, to approve the Proposed Salaries for the 2022-2023 Fiscal Year as presented. Carried.

- X. Director's Report. Van Patten reported that a representative from BOCES EAP (Employee Assistance Program) came to explain how the retirement system works. It was a very helpful session. Van Patten stated she noticed a retirement bill for an employee who should not have retirement charged to the Library. She is looking into this issue.
- XI. Adjournment. Motion by Fallesen, seconded by Clarkson that the meeting be adjourned at 8:37 p.m. Carried. The next Board meeting will be held on Wednesday, June 8, 2021 at 7:00 p.m.

Respectfully submitted.

Krista Wells, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – June 8, 2022

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

EXCUSED: Craig Maguire, President; Linda Clarkson, Vice-President

ALSO PRESENT: Steve McMahon, Trustee-elect

The Board meeting was called to order by Mary Lou Carpinella at 7:08 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 11, 2022 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. No report presented.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated June 1, 2022 was distributed and discussed. Motion by Jones, seconded by Schmutz, that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for May 11, 2022 to June 8, 2022 were distributed and discussed. Motion by Fallesen, seconded by Russett, that the bills for May 11, 2022 to June 8, 2022 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 we are waiting on the approval from the State to use the remaining

funds from the parking lot project. Any work using those funds will need to be completed by June 2023.

2. Monthly Energy Use Review. No usage presented.

B. Health and Safety Plan. No updates.

C. Other. Russett reported the OCPL Advisory Committee will meet next Monday and has requested the strategic plans from member libraries. The Board discussed how the current strategic plan was created and options for updating it.

Carpinella requested that Van Patten review the Barnes and Noble book sale numbers to evaluate if the sale remains profitable.

IX. New Business

A. Nominating Committee. The nominating committee members are Bruce Jones, Mary Lou Carpinella, Lauren Russett, Mary Schmutz, and Pamela Fallesen. The nominating committee nominated Craig Maguire as President and Linda Clarkson as Vice-President.

B. Set Budget Vote Date for 2023. The Budget Vote date has been set as April 27, 2023.

C. Insurance Policy. The insurance policy renewal was discussed. The new policy does not contain the cyber coverage added last year. Van Patten is waiting for additional quotes for cyber insurance. Motion by Russett, seconded by Fallesen to renew the current insurance policy. Carried.

D. Open Meetings Law Revisions. Van Patten will come up with a draft of the Open Meeting Policy based on the new law revision for review at the next meeting.

E. Personnel.

Motion by Russett, seconded by Jones, to accept the resignation of Jennifer DeCrescenzo, Library Clerk I, effective May 27, 2022. Carried.

Motion by Russett, seconded by Jones, to appoint Aidan Miller, Page, effective 5/31/2022 at \$13.20 an hour. Carried

Motion by Schmutz, seconded by Russett, to appoint Rosemary Owens, Natalie Kelepurovski, Gavin Kirkendall, Ayden McGinley, and Emma Kilkelly, Page, effective 6/13/2022 at \$13.20 an hour. Carried.

- X. Director's Report. Van Patten reported that the flooring is in stock and they are looking to install in mid-July. There are paint swatches on the wall of the Community Room. The Board discussed the color options. Van Patten also reported that the Library is looking to redo the current landscaping and have it maintained.
- XI. Adjournment. Motion by Fallesen, seconded by Jones that the meeting be adjourned at 8:55 p.m. Carried. The next Board meeting will be held on Wednesday, July 13, 2021 at 7:00 p.m.

Respectfully submitted.

Krista Wells, Secretary

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

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

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – September 14, 2022

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

EXCUSED: Krista Wells, Secretary

The Board meeting was called to order by President Maguire at 7:15 p.m.

- I. Disposition of Minutes of August 10, 2022. The minutes were distributed and discussed. Motion by Fallesen, seconded by Clarkson that the minutes be accepted. 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. None.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report dated September 1, 2022 was distributed and discussed. Motion by Fallesen, seconded by Schmutz that the Donation Fund report be approved and accepted as presented. Carried.
- V. Bills – Public Fund. The bills for August 10, 2022 to September 14, 2022 was distributed and discussed. There was a large increase in the water bill. Van Patten will research possible causes and monitor the meter daily. Motion by Schmutz, seconded by McMahon that the bills for August 10, 2022 to September 14, 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. Approval from NYS to use the remaining funds for the purchase of a new cooling tower has been received and bids will be going out.
2. Monthly Energy Review. Energy usage is following historical markers.

B. Monthly Energy Review. Maguire reviewed the energy data.

C. Book Fair. The Board discussed the Barnes and Noble fundraiser scheduled for November. Motion by Russett, seconded by McMahon to cancel the Barnes and Noble fundraiser for 2022.

D. Friends. The Friends are looking for more volunteers. There is a get together on Sept 15th at 10 a.m. and 7 p.m.

E. Book Banning. A discussion was held regarding individual book banning and material selection. It was decided that the current policy needs to be updated to allow for challenges where an entire category of books comes under scrutiny. McMahon and Schmutz volunteered to form a committee with Van Patten and Nancy Howe to review the current policy and recommend revisions.

IX. New Business

Personnel:

Resignations

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

Motion by Schmutz, seconded by Russett, to accept the resignation of Austin, Ramin and Somelofske.

Appointments

| <u>Name</u> | <u>Position</u> | <u>Effective Date</u> | <u>Salary</u> |
|-------------------|-----------------|-----------------------|---------------|
| Aviya Luke | Library Clerk I | September 19, 2022 | \$14.41/hour |
| Sandra Nelepovitz | Library Clerk I | September 19, 2022 | \$14.41/hour |

Motion by McMahon, seconded by Fallesen, to appoint Luke and Nelepovitz.

Retirement

| <u>Name</u> | <u>Position</u> | <u>Effective Date</u> |
|----------------|------------------|-----------------------|
| Cynthia Snyder | Account Clerk II | October 28, 2022 |

Motion by Fallesen, seconded by Russett, to accept the retirement of Snyder.

- X. Directors Report. Annal's Angels latest fundraiser totaled more than \$26,000.00, all of which will go towards the renovation of the children's area.
- XI. Adjournment. Motion by Fallesen, seconded by McMahon that the meeting be adjourned at 8:36 p.m. Carried. The next Board meeting will be held on Wednesday, October 12, 2022 at 7:00 p.m.

Respectfully submitted.

Mary Lou Carpinella,
Secretary Pro Tem

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – 12 October 2022

PRESENT: Craig Maguire, President; Linda Clarkson, Vice President; Mary Lou Carpinella; Pamela Fallesen; Steve McMahon; Mary Schmutz; Margaret Van Patten, Library Director; MaryAnne Williams, Secretary

EXCUSED: Lauren Russett

The Board meeting was called to order by President Maguire at 7:12 p.m.

- I. Disposition of Minutes of 14 September 2022. The minutes were distributed and discussed. Clarkson and Carpinella were commended for transcribing the minutes. Motion by Schmutz, seconded by Clarkson that the minutes be accepted. 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.
 - A. Cycle 98 - 7/1/2021 – 6/30/22 – Motion by Clarkson, seconded by Fallesen to accept. Carried.
 - B. Cycle 99 – 7/1/2021 – 6/30/2022 - Motion by Carpinella, seconded by Fallesen to accept. Carried.
 - C. Cycle 01 – 7/1/2022 – 7/31/2022 - Motion by Fallesen, seconded by McMahon to accept. Carried.
 - D. Cycle 02 – 7/1/2022 – 8/31/2022 - Motion by Fallesen, seconded by Clarkson to accept. Carried.
- IV. Treasurer's Report – Donation Fund. None.
- V. Bills – Public Fund. The bills for 9/14/2022 to 10/12/2022 were distributed and discussed. The total was \$67,662.47. Carpinella asked if Libby is covered by OverDrive and the answer is yes. Motion by Clarkson, seconded by Fallesen that the bills for 9/14/2022 to 10/12/2022 be approved and accepted as presented. Carried.

- VI. Bills – Donation Fund. Motion by Schmutz, seconded by Fallesen to pay the bill for \$73.74 for flowers for previous board secretary. Carried.
- VII. Public Comments. None.
- VIII. Old Business.
 - A. Updates
 - 1. Library Construction Grants. Application has been submitted, the school superintendent and school board president signed off, just waiting on approval from the state.
 - 2. Basement Lights. Have all been switched to LED. Approval from NYS to use the remaining funds for the purchase of a new cooling tower has been received and bids will be going out.
 - 3. Camera. A few bids have been received.
 - 4. Monthly Energy Review. Energy usage is trending at or below historical markers.
 - 5. Water. No definitive answer yet. The village DPW checked the meter and it is working correctly. There are leaks in the cooling tower. The school system maintenance also checked the meter but will return to run additional tests. Rich is checking the meter multiple times each day. Schmutz asked about the cooling tower replacement; Van Patten stated that the budget for it has been approved but the project approval is still in process.
 - B. Ruth Connell Award. Van Patten gave a history of the award, which is presented to a staff member who is chosen by the other staff members. Prior to COVID, it was presented in the spring and past board members funded the award and staff appreciation refreshments. Last year it was presented in the fall but without an active Friends group, it makes sense to push it to spring 2023. Motion by Fallesen, seconded by McMahon to move it to spring. Carried.
 - C. Friends. Two information sessions were held on 15 September, one in the morning and one in the evening, and a small number of people expressed interest in reviving the organization. McMahon is talking with a CPA to determine how to get the 501(c)3 status for Friends restored. Van Patten said that the legal relationship

between the Board and the Friends is that the Board can help get the Friends started up, then step back. Carpinella, Clarkson, and Van Patten will determine a date to meet with interested people and determine an action plan for reviving the group.

- D. Health and Safety. There was considerable discussion regarding if the library should make changes to the staff vaccination/masking requirements. Van Patten will check with the school system to learn their current requirement, as well as other libraries.

IX. New Business

- A. Personnel. There were two good candidates from the civil service list who were interviewed for the Account Clerk position. The background check on the top candidate should be complete on 17 October and no issues are expected. Contingent on the completed background check, Pamela Baum will be offered the job of Account Clerk II effective 18 October at a rate of \$21.94/hour. Motion by Carpinella, seconded by McMahon. Carried.

- B. Minimum wage. Motion by Fallesen, seconded by McMahon to raise the hourly rate for pages to \$14.20 effective 31 December. Carried.

- X. Directors Report. Ballantyne Gardens is now doing all the cleaning and planting of garden beds. Van Patten asked that their bill of \$5,700 be approved although the work is not yet complete. Motion by McMahon, seconded by Schmutz. Carried.

- XI. Adjournment. Motion by Clarkson, seconded by Schmutz that the meeting be adjourned at 9:00 p.m. Carried. The next Board meeting will be held on Wednesday, 9 November 2022 at 7:00 p.m.

Respectfully submitted.

MaryAnne Williams,
Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – 9 November 2022

PRESENT: Craig Maguire, President; Linda Clarkson, Vice President; Mary Lou Carpinella; Steve McMahon; Lauren Russett; Margaret Van Patten, Library Director; MaryAnne Williams, Secretary

EXCUSED: Mary Lou Carpinella, Pamela Fallesen, and Mary Schmutz

The Board meeting was called to order by President Maguire at 7:03 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 12 October 2022. The minutes were distributed and discussed. Motion by McMahon, seconded by Clarkson that the minutes be accepted. Carried.
- III. Treasurer's Report – Public Fund. Russett asked when the new salaries took affect and Van Patten said 7/1/2022. Motion by Russett to accept Cycle 3, seconded by Clarkson. Carried.
- IV. Treasurer's Report – Donation Fund. McMahon asked how much the Friends User Book Sale made and Van Patten said \$4,090. BPL will not have a Barnes & Noble book fair this year. Motion by McMahon, seconded by Russett to accept. Carried.
- V. Bills – Public Fund. The bills from 10/13/2022 to 11/9/2022 were distributed and discussed. BPL circulation increased from last year and therefore member dues to Onondaga County public library system increased by \$1,742.34. Motion by Russett, seconded by McMahon that the bills for from 10/13/2022 to 11/9/2022 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. Van Patten is waiting on an update from the state on the approval status of the cooling tower. The goal is to get it on order so it can be in place for warmer weather next spring. Russett asked how long we have to spend the grant money and Van Patten said 2025.
2. Monthly Energy Review. Energy usage is still tracking at or below historical markers.
3. Health and Safety. Van Patten reported that Baldwinsville Central School District does not have any masking requirements, vaccinated or not. Out of the 22 libraries that Van Patten polled, 10 responded and they also do not have any masking or vaccination requirements. Motion by McMahon, seconded by Russett that BPL suspend all vaccination, testing, and masking requirements but continue to document staff vaccination records. Carried.
4. Friends. Van Patten, Carpinella, and Clarkson reviewed the names of people interested in reorganizing the Friends. Clarkson will draft a follow-up letter asking people to consider the new scope of the organization, determine interest in leadership, and time/day of meetings.
5. Cyber Insurance. Van Patten requested quotes from BPL insurance agent for cyber insurance. Bob Loftus maintains regular backups and utilizes stand alone systems so that all BPL systems are intertwined and interconnected, which minimizes exposure to cyber attacks. While most companies charge in the \$7,000 to \$9,000 range for cyber insurance,

the agent found a policy from Jencap Specialty Insurance Services for \$1 million in coverage that costs \$2,307.01. Motion by Russett, seconded by McMahon to purchase the Jencap Specialty Insurance Services policy. Carried.

IX. New Business

- A. Holiday Schedule. The number of days the library is closed is determined by the Board. There was considerable discussion regarding adding/deleting holidays from what has historically been followed. It was suggested that the holiday schedule be reviewed and approved by the full Board at the December meeting; Van Patten will provide a list of federal and BCSD holidays.
- B. Tax Cap Resolution. Prior to the start of the budget process, the Board passes a tax cap resolution. Motion by Russett, seconded by Clarkson to table the decision to the December meeting so that the resolution can be revised. Carried.
- C. Christmas Gifts. \$50 gift certificates will be given to five exemplary BPL volunteers.
- D. Minimum wage. Motion by Fallesen, seconded by McMahon to raise the hourly rate for pages to \$14.20 effective 31 December. Carried.

- X. Directors Report. Van Patten provided an update on her attendance at the New York Library Association Annual Conference.

- XI. Adjournment. Motion by Russett, seconded by McMahon that the meeting be adjourned at 9:00 p.m. Carried. The next Board meeting will be held on Wednesday, 14 December 2022 at 7:00 p.m.

Respectfully submitted.

MaryAnne Williams,
Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – 13 December 2022

PRESENT: Craig Maguire, President; Linda Clarkson, Vice President; Mary Lou Carpinella; Pamela Fallesen; Steve McMahon; Mary Schmutz; Margaret Van Patten, Library Director; Nancy Howe, Assistant Director; MaryAnne Williams, Secretary

EXCUSED: Lauren Russett

The Board meeting was called to order by President Maguire at 7:05 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. Sexual Harassment Training. The required annual sexual harassment training was conducted by Howe. Fallesen arrived at 7:11; the training concluded at 7:39.
- III. Disposition of Minutes of 9 November 2022. The minutes were distributed and discussed. Two errors were noted and corrected: 1) Carpinella was listed as both present and excused, but she was not present and only excused. 2) Although Fallesen was excused, the minutes stated that she made a motion in section IX D to raise the minimum wage for pages. McMahon made the motion and it was seconded by Russett. Motion by Fallesen, seconded by McMahon that the revised minutes be accepted. Carried.
- IV. Treasurer's Report – Public Fund.
 - A. Motion by Carpinella to accept Cycle 4, seconded by Clarkson. Carried.
 - B. Motion by Carpinella to accept Cycle 5, seconded by Clarkson. Carried.
- V. Treasurer's Report – Donation Fund. Motion by Clarkson, seconded by Carpinella to accept. Carried.
- VI. Bills – Public Fund. The bills from 11/10/2022 to 12/14/2022 were distributed and discussed. Motion by Carpinella, seconded by Fallesen

that the bills for from 11/10/2022 to 12/14/2022 be approved and accepted as presented. Carried.

VII. Bills – Donation Fund. \$250 was used by Suzanne McCarthy to purchase gift cards for exemplary BPL volunteers. Motion by Fallesen, seconded by McMahon to approve reimbursement. Carried.

VIII. Public Comments. Van Patten, Maguire, and Fallesen attended the funeral of former board president Barbara Aitken.

IX. Old Business.

A. Updates

1. Library Construction Grants. According to the school district architect, there is one approval left to get from the state for the new cooling tower. Van Patten also said that the state liaison said we possibly have until June 2024 to acquire and install the cooling tower.

A new security camera will be installed and pointed at the charging station in the parking lot.

2. Monthly Energy Review. Energy usage is not showing any real anomalies.
3. Friends. In January, Carpinella and Clarkson will arrange a meeting with those people interested in reorganizing the organization.
4. 2023 Holidays. Motion by Carpinella, seconded by Clarkson to approve the following 2023 holidays:

New Year's Day – Sunday, January 1

New Year's Day observed – Monday, January 2

Presidents' Day – Monday, February 20

Easter – Sunday, April 16

Memorial Day – Monday, May 29

Juneteenth – Monday, June 19

Independence Day – Tuesday, July 4

Labor Day – Monday, September 4

Columbus/Indigenous People's Day – Monday,
October 9

Thanksgiving – Thursday, November 23

Christmas Eve – Sunday, December 24

Christmas – Monday, December 25

Christmas Holiday – Tuesday, December 26

Carried.

Tax Cap Override. Motion by Fallesen, seconded by Clarkson 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). In favor – 6, oppose – 0, absent – 1. Carried.

I. New Business

- A. Water Usage. Maguire presented information about an ultrasonic device that determines the source of water usage. It is manufactured by Kohler and costs \$1,047. He would like to get an estimate on the installation costs from the plumbing service BPL uses as well as their input on any other solution to identify/solve water usage anomalies. The board agreed that he should pursue both inquiries.
- B. Personnel. Van Patten proposed that Wendy Dickens be hired as a full time Clerk 1 starting on 1/1/2023 at an annual salary of \$33,000. Motion by Fallesen, seconded by Carpinella. Carried.
- C. Budget Committee. Van Patten plans to have a budget committee meeting in January to review the first six months of the fiscal year. The meeting will include Maguire, Schmutz, and Howe.
- D. Bob Manning Memorial. Carpinella asked when a memorial plaque for Bob Manning will be discussed. It will be added to the January agenda.
- E. Materials Selection Policy. McMahon requested that a discussion of the materials selection policy be added to the January agenda.

- II. Adjournment. Motion by Fallesen, seconded by Clarkson that the meeting be adjourned at 9:28 p.m. Carried. The next Board meeting will be held on Wednesday, 11 January 2023 at 7:00 p.m.

Respectfully submitted.

MaryAnne Williams,
Secretary