

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – July 12, 2023

PRESENT: Craig Maguire, President; Linda Clarkson, Vice-President; Mary Lou Carpinella, Pamela Fallesen, Mary Anne Williams, Margaret Van Patten, Library Director; Betty Brainerd, Acting Secretary

EXCUSED: Mary Schmutz, Steve McMahon

- I. The Board meeting was called to order by Acting Secretary Brainerd at 7:13 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.
- III. Oath of Office for Newly-Elected Trustees. Trustee-elect Williams and Trustee Fallesen signed the Oath of Office.
- IV. Report of the Nominating Committee and Election of Officers. Craig Maguire for President and Linda Clarkson for Vice President. Motion by Williams, 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. Emily Hayes as Public Fund Treasurer
 2. Abe Morelli as Donation Fund Treasurer
 - D. Appoint Secretary. Diane Natale as Secretary
 - E. Attorney. Linda Cook as Attorney
 - F. Government Records Officer. Margaret Van Patten as Government Records Officer

Motion by Carpinelli, seconded by Clarkson to approve all organizational details as proposed. Carried.

Acting Secretary Brainerd turned the meeting over to President Maguire.

- VI. Disposition of Minutes of June 14, 2023 meeting. The June 14, 2023 minutes were distributed and discussed. Motion by Williams, seconded by Fallesen that the minutes be accepted. Carried.

- VII. Treasurer's Report – Public Fund. The Budget Status Report for 7/1/2022 - 5/31/2023 was distributed and discussed. Motion by Fallesen, seconded by Carpinella that the Public Funds report for Cycle 11 - 7/1/2022 – 5/31/23 be accepted as presented. Carried

The Baldwinsville Public Library 2022-2023 budget summary sheet containing proposed year-end budget transfers and encumbrances was discussed.

Motion by Fallesen, seconded by Carpinella to approve and accept the year end budget transfers and encumbrances as presented. Carried.

- VIII. Treasurer's Report – Donation Fund. The Donation Fund report dated July 1, 2023 was distributed and discussed. Van Patten advised Board that Barbara Aitken, a previous Board president, had left \$20,000.00 to the is library that Van Patten thought would be appropriate to use for the children's area. Motion by Carpinelli, seconded by Clarkson, that the \$20,000.00 Aitken donation be used in the children's area as needed. Carried.

- IX. Bills – Public Fund. The bills for June 15, 2023 to June 30, 2023 and July 1, 2023 to July 13, 2023 were distributed and discussed.

Motion Fallesen, seconded by Carpinelli that the bills be approved and accepted as presented. Carried.

- X. Bills – Donation Fund. No Donation Fund bills were presented.

XI.

- XII. Public Comments. None.

- XIII. Old Business.

A. Updates

1. Library Construction Grants. Van Patten advised that not all of the grant money has been utilized at this point but it will be available until at least June of 2024 and possibly June

of 2025 and will be used for construction prior to that time. A punch list of projects to be completed is being prepared.

2. Monthly Energy Review. Maguire distributed and discussed the report.
3. Other. Van Patten reported that Cindy Falise has been working to activate the Friends group. Officers have been elected and the first meeting is scheduled for October.

Bob Manning's memorial plaque has been delayed as Mrs. Manning is out of the area at present.

XIV. New Business

- A. Petty Cash – Postage Asset Account. Motion by Fallesen, seconded by Carpinelli that the Petty Cash account be set up with \$225 and expenditures be tied to an account code. Carried.
- B. Purchasing Agents. Motion by Carpinella, seconded by Fallesen that Meg Van Patten, Pat Baum, 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, Schmutz, Van Patten, Howe
 Policy: Clarkson, Carpinella, Van Patten, Howe
 Strategic Planning: Maguire, Howe, Van Patten,

- F. Emergency Contacts. The Board members provided updated emergency contact information.
- G. August Board Meeting. The August Board meeting has been rescheduled to August 16 at 7 p.m. to allow for a quorum.
- H. Strategic Planning. Van Patten, Williams, Fallesen and Howe

I. Trustee Advisory Council. The library needs a volunteer to serve as a representative on the council.

J. Motion by Clarkson, seconded by Fallesen that the story hour room be named after Barbara Aitken. Carried.

XV. Director's Report.

VanPatten reported the Children's room is almost complete and the ribbon cutting will be held July 17 at 6:30 p.m.

XVI. Adjournment. Motion by Clarkson, seconded by Fallesen that the meeting be adjourned. Carried. The next Board meeting will be held on Wednesday, August 16, 2023 at 7:00 p.m.

Respectfully submitted.

Elizabeth Brainerd,

Acting Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – July 19, 2023

PRESENT: Craig Maguire, President; Linda Clarkson, Vice-President; Mary Lou Carpinella, Pamela Fallesen, Mary Schmutz, Mary Anne Williams, Margaret Van Patten, Library Director

- I. The Board meeting was called to order by President Maguire at 7:02 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.
- III. New Business
 - A. Kimberly Vile, Assistant Superintendent for Management Services, from the District Office opened three bids for the children's canal boat. A motion was made by Fallesen, seconded by Williams, that the award for the construction of the children's room canal boat should be awarded to the low bidder, Smith Structures Inc., East Syracuse, New York in the amount of \$45,000.00. Money for the boat to be taken from the Magnarelli Grant, the Aitken donation and the Donation Fund.
- IV. Adjournment. Motion by Carpinelli, seconded by Fallesen that the meeting be adjourned at 7:34 p.m. Carried. The next Board meeting will be held on Wednesday, August 16, 2023 at 7:00 p.m.

Respectfully submitted.

Margaret Van Patten

Acting Secretary