

**Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting - Oct. 11, 2023**

**PRESENT:** Craig McGuire, Pres.; Mary Schmutz, Pam Fallesen, MaryAnne Williams, Mary Lou Carpinella, Margaret Van Patten, Library Director; Diane Natale, Secretary.

**EXCUSED:** Linda Clarkson

Meeting called to order at 7:10 p.m.

**I. Conflict of Interest.** No conflict of interest.

**II. Disposition of Minutes** of September 13, 2023. Slight mistake under **IX New Business B. Policy Manual Review – Section II.** I mistakenly showed Gary Maguire as a second to amend services, when it should have been Craig Maguire. Motion to accept, Mary Schmutz. Second, Pam Fallesen. Carried

**III. Treasurer’s Report: Public Fund.** Motion to accept, Mary Lou Carpinella. Second, Pam Fallesen. Carried.

**IV. Treasurer’s Report: Donation Fund.** No changes. Motion to accept, Mary Lou Carpinella. Second, Margaret Van Patten. Carried

**V. Bills-Public Fund.** P.A. Leone & Sons took out the urinal in the men’s bathroom. The phone in the workroom no longer sounds a continuous alarm when 911 is called. Motion to accept, Mary Anne Williams. Second, Pam Fallesen. Carried.

**VI. Bills-Donation Fund.** No bills.

**VII. Public Comments.** No public comments.

**VIII. Old Business.**

**A. Updates:**

**1. Library Construction Grants.**

LEDs in the basement have been taken care of. Cameras on the charging station are done. The rest of the Library Construction Grant funds will go towards the heat pumps but not the cooling towers. The concrete slab for the cooling tower is wet due to leaks. The cooling tower is shut down during the winter. It is hoped that when the cooling tower is turned on in the Spring, it will continue to work. For how long? Therefore there needs to be upgrades to the cooling tower. \$300,000 needs to come out of the libraries monies. There was a bid package of \$87,000 but it did not show prevailing wage. We are a School District Public Library and the library building is owned by the Baldwinsville School system and we need to follow the state guidelines towards monies and prevailing wage. To get better coverage for money for the cooling tower, Craig suggested we might be able to get “parts” and be able to cover it under “maintenance” instead of buying and installing a new unit. Meg and Craig are in contact with the school district architect and facilities person who will look at the specs and drawings for the library windows. The library building will be 28 years old the end of this month and there are continuing facility upgrades that need to be done. We pay the school district \$500 a year to salt our driveway after we pay someone to plow the driveway during the winter months. Our maintenance people shovel the sidewalks. The question becomes, who is responsible for standard maintenance?

**2. Monthly Energy Use Review.** Trending as it has been.

- B. Donation Fund Treasurer.** Abraham Morelli is retiring. John Klimachefski, our AARP coordinator, is interested in this position. Motion to accept John as the new treasurer by Pam Fallesen. Second. Mary Lou Carpinella. Carried.
- C. Board Vacancy.** Steve McMahon moved down the road but out of our district. Mary Anne Williams introduced us to Frank Valchine, a Dad of 2 boys, who wants to get active in the B’ville community. Frank will finish the rest of Steve’s year and then in April, Frank will run for Steve’s term. Motion to accept Frank by Mary Schmutz. Second by Mary Anne Williams. Carried.
- D. Policy Manual Review.**
- 1. Section IV Public Comment.** Meg Van Patten shared the proposed revisions to the Public Comment section. In the Public Comment Section, B., the Board changed “more than 6 persons to “more than

4 person” also “will have 24 hours to get in their form to speak at our meeting”. The policy was referred back to the Policy Committee to consider the Board’s suggestions. Meg is going to look into the school district’s policy about public comments as well as that of the Liverpool Public Library.

**2. Section V Personnel** Meg Van Patten shared the proposed revisions to the Personnel section of the manual. She asked the Board to review it in preparation for discussion at the November Board meeting.

**E. Friends of the Library.** There were 12-15 members at the membership meeting. On Saturday of our upcoming book sale, Nov. 4, Friends members will be able to go to the sale at 9:30 a.m. instead of 10 a.m. Mary Lou Carpinella suggested that the Board put together a “relaxation” basket for Friends to raffle.

## **IX. New Business.**

**A. Personnel Changes.** Emily Maccone is retiring as of Oct. 28, 2023. There will be a retirement breakfast for Emily in the library on Oct. 27, 2023, from 8-9:30 a.m. Motion to accept by Mary Anne Williams. Second, Craig Maguire. Carried  
Appoint David Wortz, Clerk, for \$15.30 an hour effective 9/30/23. Motion to accept by Pam Fallesen. Second, Mary Lou Carpinella. Carried  
Appoint Patricia Baum, Account Clerk II, for \$22.82 an hr. effective 10/3/23. Motion to accept by Mary Schumtz. Second, MaryAnne Williams. Carried.

**B. Salaries and Minimum Wage Adjustments.** As of 12/31/23 Page salaries are going up to \$15.00 an hour per NYS minimum increases. Motion to accept Pam Fallesen. Second, Mary Lou Carpinella. Abstention, MaryAnne Williams. Carried

KC VerHage increase in salary of \$1000 on 1/1/24 for successful completion of the six month probationary period. Motion to accept by Pam Fallesen. Second by Mary Lou Carpinella.

Clerical salaries increased at a rate of \$1 per hour to maintain the spread between the salaries of the pages and the clerical staff. Motion to accept by Pam Fallesen. Second by MaryAnne Williams.

**X. Director’s Report.** Last year a Junior from Fulton H.S., with limited vision, who wants to be a Librarian, started volunteering here. As a result of having her work at the library for October is National Disability Employment Awareness Month

(NDEAM) the Baldwinsville Public Library was nominated and we will be getting the regional NDEAM award.

Meeting adjourned at 9:07 p.m. Accepted Mary Anne Williams. Second Pam Fallesen. Carried.

Respectively Submitted,  
Diane Natale, Secretary

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