

**Baldwinsville Public Library****Board of Trustees****Minutes of Meeting – Dec. 13, 2023**

**Present:** Craig Maguire, Pres., Mary Ann Williams, Mary Schmutz, Pam Fallesen, Frank Valchine, Mary Lou Carpinella, John Klimachefski, Donation Fund Treasurer, Margaret Van Patten, Library Director, Diane Natale, Secretary, Nancy Howe, Assistant Director

**Excused:** Linda Clarkson, VP.

Meeting called to order at 7:09 p.m.

- I. Conflict of Interest – None
- II. Disposition of Minutes of Nov. 8, 2023. Move to accept minutes by Mary Ann Williams, second by Mary Schumtz. Carried
- III. Sexual Harassment Training. Nancy Howe set up the video for us to watch as part of the yearly training.
- IV. Treasurer's Report-Public Fund. There are some trial balances as to how much money we will spend with certain vendors and with encumbered money for the fiscal year 2024. Move to accept Public Funds by Mary Ann Williams. Second by Mary Lou Carpinella. Carried
- V. Treasurer's Report -Donation Fund. New donation of \$50.00. Dividends/Interest \$353.77. Library Fund balance \$139,040.12. Motion to accept Donation Funds by Mary Schmutz. Second by Mary Ann Williams. Carried.
- VI. Bills- Public Fund. Move to accept Public Funds by Mary Schmutz. Second by Mary Lou Carpinella. Carried.
- VII. Bills- Donation Fund. Spend \$200 for gift cards. Move to accept amount by Mary Ann Williams. Second by Mary Lou Carpinella. Carried.

VIII. Public Comments. None

IX. Old Business

A. Updates:

1. Library Construction Grants. No updates
2. Monthly Energy Use Review. Trending as it has been.

B. Sexual Harassment Training. Already explained in III.

C. Friends. They are doing well.

D. Policy Manual Review

1. Section IV Public Comment. The total time for Public Comments will not exceed 30 min. Should there be more than 6 persons to speak, the 30 min. will be divided equally among the participants. Speakers will be limited to a brief description of their concern (maximum of 5 minutes) and the topic must be submitted to the Baldwinsville Library Board of Trustees, 24 hours prior to the Board meeting.
  2. Section V Personnel. Still working on it.
- E. Other. Craig walked around the library building with Phil Foederer the school district's architect, Kelly and Rick, personnel from Baldwinsville District Schools to talk about what are the library's responsibilities to this building and what the school district is responsible for this building. There is blue board that is now exposed on the building that needs to be covered. This building is 26 years old. We need a policy in place to help us take care of big projects like, the roof, anything structural, etc. What is covered by insurance? The Baldwinsville School District has insurance on our building. The library has insurance on the contents of the library. The Liverpool Public Library Director, Craig says there needs to be a meeting with Kim Vile, Superintendent of Finances in the Baldwinsville School District, to discuss who has what responsibilities for the library building.

X. New Business.

- A. NYSMEC Agreement. Baldwinsville Public Library is in NYS Consortium to cooperate with bidding agreement with National Grid through NYSMEC from BOCES recommendation. Motion to accept agreement by Pam Fallesen. Second by Mary Schmutz. Carried.
- B. Personnel. Appoint Charles Parker, Maintenance Worker I, effective 12/1/2023 atm rate of \$17 per hour.

- XI. Director's Report. HVAC issue in Margaret's very cold office, whereby she called Cooney Air Conditioning and Heating and a failed blower motor needed to be replaced. While the tech was here it was cold in the Young Adult Services office and another issue had to be repaired. Also Rick Foederer, school district's Chief Operations Office and Architect Phil Squadrito are scheduled to check out masonry and possible roof leaks and then make recommendations in regard to the window leaks.

From Annals Angels there was a donation for bean bag seats and chairs for the Children's Corner.

Meeting adjourned at 9:10 p.m. Motion to accept by Pam Fallesen. Second by Mary Lou Carpinella. Carried

Respectfully submitted,

Diane Natale