

**Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – July 10, 2024**

Present: Craig Maguire, President; Frank Valchine; John Klimachefsky, Donation Fund Treasurer; Mary Lou Carpinella, Mary Schmutz, Mary Anne Williams, Nancy Howe, Assistant Director; Margaret Van Patten, Library Director; Diane Natale, Secretary.

Excused: Linda Clarkson, Vice-President; Pam Fallesen

Call to order by the Secretary. Meeting called to order at 7:30 p.m. by Diane Natale.

- I. Conflict of Interest.
 - A. Verbal Statement RE: Current Agenda. No verbal conflict of interest.
- II. Oath of Office for Newly Elected Trustees. Oath of Office accepted by Frank Valchine.
- III. Report of the Nominating Committee and Election of Officers.
 - A. President. Nomination of Craig Maguire for President by Frank Valchine, second by Mary Lou Carpinella. Carried
 - B. Vice-President. Until Linda Clarkson comes back, Mary Lou Carpinella and Mary Schmutz were nominated by Mary Anne Williams as co-Vice-Presidents. Second by Frank Valchine. Carried

IV. Organizational Details.

A. Monthly Meeting Night. Motion by Mary Schmutz to keep our meetings on Wednesday night. Mary Lou Carpinella will talk with Pat Baum to see if it would help paying bills if we met on the first Wednesday of the month instead of the second.

B. Official Newspaper. Mary Schmutz made a motion to keep using the Messenger and Post Standard. Second by Mary Lou Carpinella. Carried

C. Appoint Public and Donation Fund Treasurers. Motion by Mary Anne Williams to appoint Emily Hayes as Public Fund Treasurer, second by Mary Lou Carpinella. Carried. Motion by Mary Lou Carpinella to appoint John Klimachefsky as Donation Fund Treasurer, second by Mary Schmutz. Carried.

D. Appoint Secretary. Motion by Mary Schmutz to appoint Diane Natale as Secretary, second by Frank Valchine. Carried.

E. Appoint Attorney. Motion by Craig Maguire to appoint Linda Cook as Attorney. As long as the Law office stays open, we will stay with Linda. Second by Mary Schmutz. Carried.

F. Appoint Government Records Officer. Motion by Mary Schmutz to appoint Nancy Howe as Government Records Officer, second by Mary Anne Williams. Carried.

V. Disposition of Minutes of June 12, 2024. Motion to accept minutes by Frank Valchine, second by Mary Anne Williams. Carried.

VI. Treasurer's - Donation Fund. After some discussion, John Klimachefsky suggested that we move our CD, which is maturing on July 17, 2024, from Seneca Savings to Empower due to better interest rates. He then suggested we could put it all into one account, labeled Baldwinsville Public Library, ladder the money and put half the amount into a 9 mo. CD at 5.10% and the other half into a 15 mo. CD at 4.50%. The Baldwinsville Public Library board of trustees has approved John Klimachefsky (treasurer of the donation fund) to establish a CD account with a value of \$106,000, at the Empower Federal Credit Union. Craig Maguire (president of the board of trustees) shall also have access to the account. Motion to accept by Mary Anne Williams, second by Mary Schmutz. Carried.

VII. Bills: Donation Fund. None.

VIII. Treasurer's Report for Public Fund. Motion to approve Treasurer's Report for Public Fund by Mary Lou Carpinella, second by Mary Anne Williams. Carried.

IX. Bills: Public Fund. KC Verhage, our children's librarian, has been taking stuffed animals over to the laundromat and paying for their washing and dryer. It was suggested to use petty cash for receipts for cleaning the toys. It also was suggested that the library look into a stackable washer and dryer to take care of towels, linens, stuffed animals, etc. Motion by Mary Lou Carpinella to use petty cash for receipts for cleaning toys, second by Frank Valchine. Carried. Motion to help locate stackable washer and dryer by Mary Lou Carpinella, second by Mary Schmutz. Carried.

X. Public Comments. None.

XI. Old Business.

1. Library Construction Grants. Heat Pumps will be in next week.
2. Monthly Energy Use Review. Trending as it has been.
3. Policies. Motion to accept use of Fax machine by Mary Anne Williams, second by Craig Maguire. Carried. Motion to accept use of Facilities by Mary Schmutz, second by Mary Lou Carpinella. Carried. Motion to accept Patron Code of Conduct by Mary Lou Carpinella, second by Mary Schmutz. Carried. Discussion of Computer Use, Whistle Blower and Use of Internet to be continued at next meeting.
4. Motion to accept corrected salary for Wendy Dickens by Mary Lou Carpinella, second by Mary Schmutz. Carried.

XII. New Business.

- A. Petty Cash-Postage Asset Account. Motion to accept by Mary Lou Carpinella, second by Mary Schmutz. Carried.
- B. Purchasing Agents. The library purchasing agents are Margaret Van Patten, Nancy Howe, Pat Baum and Dania Souid is to be added. Motion by Mary Anne Williams, second by Mary Schmutz. Carried.
- C. Year-End Budget Transfer. Motion to accept Margaret Van Patten's year-end transfers by Mary Schmutz, second by Frank Valchine. Carried.
- D. Encumbrances. Motion to accept Margaret Van Patten's year-end encumbrances by Mary Schmutz, second by Mary Lou Carpinella. Carried.
- E. Budget Committee Assignments. The board has various committee assignments including Budget, Nominating, Long Range Plans and Policies. Mary Lou Carpinella will help with the revitalization of Friends of the Library.

F. Personnel. Accept the resignation of Samantha Fichera, page, effective 6/26/24. Accept the resignation of Natalie Kelepurovski, page, effective 6/28/24.

G. Emergency Contacts. All trustees now have emergency contacts listed.

H. Strategic Planning. Nancy Howe will work on this.

XIII. Trustee Advisory Council Report. We are looking for a trustee to be part of the OCPL.

XIV. Director's Report. As discussed earlier, heat pumps are coming. A technician from Cooney Plumbing has come in to work on the Local History room, where we are using fans until such time as we can get a new cooling unit for the room. The landscapers have finished their work and the flower beds look lovely. Nancy Howe facilitated the June NYLA Continuing Education Committee meeting. Margaret Van Patten is working with the NYLA Public Library Section as the outgoing immediate president. She has been elected as the incoming president elect of the Friends of the Library Section. The NYLA annual conference will be in Syracuse in November and Margaret is chairing a committee for local arrangements. Craig Maguire will sign paperwork to go with Nate Secore and his "Green Team" for the library's lighting.

XV. Adjournment. Motion to adjourn by Mary Schmutz, second by Mary Anne Williams, Meeting adjourned at 8:45p.m.

Respectfully submitted,
Diane Natale