

**Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – March 12, 2025**

**PRESENT:** Craig, Maguire, President; Pamela Fallesen, Mary Anne Williams; Mary Schmutz; Liz Bates; Frank Valchine; John Klimachefsky, Donation Fund Treasurer; Nancy Howe, Library Director; Diane Natale, Secretary.

**EXCUSED:** Mary Lou Carpinella

Meeting opened at 7:05 p.m. by Diane Natale.

- I. **Conflict of Interest.** None.
- II. **Disposition of Minutes on February 12, 2025.** Motion by Pam Fallesen to accept minutes as written. Second by Liz Bates. Carried.
- III. **Donation Treasurer's Report:** No donations received. No withdrawals requested. Interest and Dividends earned: \$391.47.

Donation balance as of March 1, 2025:

Seneca Checking Account:	\$14,058.02
Empower Savings Account:	\$27.66
Empower 9-month CD:	\$54,652.83
Empower 15-month CD:	\$54,460.69
Total:	\$123, 199.20

At the next meeting, the board will discuss how to proceed with the upcoming CD renewals. Motion by MaryAnne Williams to accept Donation Treasurer's Report. Second by Mary Schmutz. Carried.

- IV. **Cycle 8 Report:** Note: Nancy Howe will be meeting once a month with Tiffany Turner, Assistant Superintendent for Management Services for BCSD, to better understand financial reports generated by the school district. Report reviewed, no questions. Motion to accept Cycle 8 Report by Mary Anne Williams. Second by Mary Schmutz. Carried.
- V. **Library Bills-Public Fund.** Warrants totaling \$66, 094.65 reviewed, no questions. It was noted that some of the bills are paid by credit card and some by check. Motion to accept by Pam Fallesen. Second by Mary Schmutz, Carried.
- VI. **Public Comments.** None

**VII. Old Business**

**A. Updates**

1. **Library Construction Aid Grants.** Margaret Van Patten, past Library Director, will complete the final report for the previous year's NYS

Construction Aid Grant. Phil Squadrito, Architect for BCSD, informed Nancy Howe that her grant for a second charging station has passed (2025 NYS Construction Aid Grant).

2. **Monthly Energy Use:** Therms are trending as they have been. Craig Maguire did not have the kilowatt hours but there's no reason to think that they aren't trending also.

**B. Annual Budget Vote and Trustee Election**

1. Legal notices for the vote/election were sent to *The Messenger* and the *Post Standard*. Notices appear in both papers four (4) times before the election on April 24, 2025.
2. Last month, the Board voted to not use the voting machine from the Board of Elections, we would use a ballot box like the BCSD uses for their budget votes. However, Nancy Howe did not have enough time to let the Board of Elections know. Therefore, we will be using a voting machine.
3. **Approve Election Inspector Salary.** Diane Natale will be the voting inspector at a salary of \$20.00 an hour. Motion to accept by Pam Fallesen. Second by Liz Bates. Carried.
4. **Budget Presentation to the Public.** The budget presentation to the public will begin at 6:55 pm April 9, 2025, followed by the regular monthly board meeting at 7 pm.

**VIII. New Business**

- A. **2025/2026 Budget Adoption.** The library continues to use a tiered system for salaries to remain competitive with other libraries in our area as well as to keep up with inflation. The proposed budget is \$1,943,129.00, up \$40,230.00 from last year. When voting for the budget, please keep in mind
  1. Social Security is 7.65% of the proposed salaries.
  2. NYS Retirement: The employer contribution is determined by the tier the employee signed up under when first entering the retirement system.
  3. Health insurance is projected to increase by 6%.
  4. Worker's Compensation is projected to decrease by 14%.
  5. While we are more energy efficient with the installation of LED lighting, utility costs are skyrocketing.

Even with the increase in this budget, we are still under the 2% tax cap. Motion to approve proposed budget by Pam Fallesen. Second by Mary Schmutz. Carried.

- B. **NYS Annual Report:** A big thank you to Suzanne McCarthy and Pat Baum for all their work in getting this yearly report done and out on time. Motion to approve report by Mary Anne Williams. Second by Mary Schmutz. Carried.
- C. **Personnel:** Hadiya Lee was appointed a part-time Librarian I, at the salary of \$26.00 an hour.

**IX. Director's Report.**

- a. Nancy Howe is officially our Library Director II as she submitted her final paperwork to Civil Service.

- b.** Bob Loftus is looking into getting a new key fob/door controller system. Our current system is outdated and cannot be upgraded. There is no way of making more key fobs for new employees.
- c.** We received a challenge regarding two graphic novels in the Young Adult section. YA Services Librarian Dania Souid reviewed the materials and the challenge. Upon her recommendations, the books have been moved to the Adult graphic novels section.

Motion to adjourn by Mary Anne Williams. Second by Pam Fallesen. The Board adjourned at 8:17 p.m.

Respectively Submitted,

Diane Natale, Secretary

DRAFT