

**Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – August 13, 2025**

PRESENT: Craig Maguire, President; Mary Lou Carpinella, Co-Vice President.; Mary Schmutz, Co-Vice President.; Liz Bates; Mary Anne Williams; Pam Fallesen; Frank Valchine; John Klimachefsky, Donation Fund Treasurer; Nancy Howe, Library Director; Dania Souid, Young Adult Librarian; Diane Natale, Secretary

Friends of Baldwinsville Public Library. Courtney Gulick, the President of Friends of the Library, joined our meeting. Friends are hosting the following events:

- Mah Jong Tournament on September 26.
- Gift Wrapping (fund raiser) on December 18 and 22.
- Syracuse Symphony program on March 26, 2026.

The Friends are looking into utilizing a free application called Zeffy, an all-in-one fundraising platform for nonprofit organizations. Friends also is looking into moving their money into a short-term CD.

- I. **Call to Order.** Meeting called to order at 7:05 p.m. by Diane Natale.
- II. **Disposition of Minutes on July 9, 2025.** Minutes approved as written by Mary Lou Carpinella. Second by Mary Anne Williams. Carried.
- III. **Conflict of Interest.** None.
- IV. **Donation Treasurer's Report.** Library Fund Balance as of July 1, 2025, was \$125,128.30. Donation of \$1000.00 in unrestricted funds was received from George Gowan. Interest and Dividends earned \$414.71. Withdrawal for payment of Warrant 2025-2026 #1 - \$335.51. Library Fund Balance as of August 1, 2025, is \$126,207.50.

Donation balance as of August 1, 2025:

Seneca Checking Account:	\$14,992.51
Empower Savings Account:	\$28.71
Empower 15-month CD account at 4.50% APR, matures 10/18/2025	\$55,474.42
Empower 15-month CD account at 4.50% APR, matures 7/19/2026	<u>\$55,711.86</u>
Total:	\$126,207.50

Motion to accept Donation Fund Treasurer's report by Mary Anne Williams. Second by Frank Valchine. Carried.

- V. **Bills: Donation Fund.** No warrants were submitted. The board voted to empower John Klimachefsky to move monies from restricted funds as they are requested.
- VI. **Treasurer's Report-Public Fund. (Cycle 1).** Motion to approve Cycle 1 by Mary Schmutz. Second by Pam Fallesen. Carried.
- VII. **Bills-Public Funds.** Motion to pay bills by Mary Anne Williams. Second by Frank Valchine. Carried.

VIII. **Public Comments.** None

IX. **Old Business**

A. Updates

1. Library Construction Aid Grants.

- The library received \$28,875.00, which is the final 10 % of the parking lot grant.
- The second charging station has been installed. Nancy Howe is waiting to hear from NYS DLD the exact percentage BPL will receive in grant funding for this project. She anticipates it to be 80-85 % of the total amount - \$25, 467.
- Nancy Howe continues to work on the 2025-26 NYS Construction Aid Grant for a new cooling tower. The application is due to OCPL for review on September 3rd.

2. Monthly energy use review. Our numbers are trending as usual.

3. Linda Clarkson Donation Fund The funds are being used to upgrade the Computer Room into a Learning Center. The furniture arrived today, and the painting is done so the room will be ready for tutors at the beginning of the school year. There will be a plaque in Linda's honor explaining who she was and what she did for the library.

4. Photocopier Lease. Bob Loftus, Pat Baum and Nancy Howe met with Michele Metcalf at NOPL – North Syracuse to discuss the Kyocera copiers they lease. While they are happy with the copiers, they still use Cannon copiers for their "large" print jobs. They are a smaller library, and the public does not do the volume of printing that BPL patrons do each month. Nancy spoke with the directors of Fayetteville Free Library and Liverpool Public Library, both of which are comparable in size to BPL. They both have Cannon copiers. It is Nancy's recommendation that the library extend the Canon copier lease for the current copiers (at a reduced monthly rate) for 2

more years at which time we will be looking for new copiers. Motion to accept continuing to use the current Canon copiers by Pam Fallesen. Second by Mary Lou Carpinella. Mary Anne Williams abstained. Carried.

- 5. Parking Lot Renovation- Sealing and Striping.** Last month, Nancy was asked to investigate the resealing and stripping of our parking lot. The parking lot was sealed and stripped in 2022, at which time the cost was over \$13,000. Because we did not account for this expense in our current budget, it was decided to table this discussion until 2026.

X. New Business

A. Personnel.

- Accept the resignation of Nia Delardi, page, effective 8/7/2025.
- Accept the resignation of Jayse Ryf, page, effective 8/19/2025.
- Appoint Anthony Breckenridge, page, at \$15.50 per hour, effective 8/4/2025.
- Motion to accept resignations and appointments by Mary Anne Williams. Second by Frank Valchine. Carried.

B. Trustee Training (rescheduled). Amanda Schiavulli, OCPL's Coordinator for Member Services, will join us on Wednesday, November 12th at 5:30 pm for trustee training. She will provide an overview of the NYS Construction Grant process, the LLSA Grant, and the Memo of Understanding that the suburban libraries have with the system. Our required yearly sexual harassment training will be given during the December board meeting.

C. Civil Service Request. Nancy Howe has requested that civil service administer the open competitive test for Assistant Library Director II for Baldwinsville Public Library.

D. Vacation Calculations. A request was made to review the vacation policy as it applies to staff moving from part-time to full-time. After a brief discussion, it was decided to table the discussion until the September meeting when Pat Baum can join the discussion.

E. NYSMEC Agreement. Motion to accept the 2025-26 natural gas cooperative agreement with BOCES by Pam Fallesen. Second by Mary Schmutz. Carried.

F. Other. Nancy Howe's husband, Mike, went through all the architectural drawings and line drawings that were in the basement. As a thank you, the board voted to give him a \$75.00 gift certificate to the Angry Smokehouse. Motion to give the gift certificate by Pam Fallesen. Second by Frank Valchine. Carried.

XI. Director's Report. Slow Down, Look Around. This is an on-going campaign to get drivers to slow down and look around when passing through Baldwinsville. With the help of Mary Anne Williams, Nancy Howe, Jacquie Owens, and Dania Souid, 19 different organizations in the Baldwinsville area are on board.

XII. Adjournment. Motion to adjourn by Liz Bates. Second by Pam Fallesen. The Board adjourned at 8:41 p.m.

Respectively Submitted,

Diane Natale, Secretary