

**Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – September 10, 2025**

PRESENT: Craig Maguire, President; Mary Schmutz, Co-Vice President.; Liz Bates; Mary Anne Williams; Pam Fallesen; John Klimachefsky, Donation Fund Treasurer; Nancy Howe, Library Director; Diane Natale, Secretary.

Visitor/Presenter: Patricia Baum, BPL Bookkeeper.

EXCUSED: Mary Lou Carpinella, Frank Valchine, Dania Souid.

Friends of Baldwinsville Public Library. Friends' president, Courtney Gulick, gave a brief Friends' update:

- Children's Librarian, KC VerHage, has purchased toys using funds donated in memory of Peggy Bye.
- Friends of BPL will have a table at the Erie Canal Bicentennial celebration on PaperMill Island on Friday, October 3, 2025.
- Eleven people have registered for the Mah Jongg Tournament fundraiser on Sunday, October 26, 2025. Thirty-five people must register for the event to take place.
- Friends have registered for a Zeffy account, the fund-raising platform Courtney spoke about last month.
- The Fall newsletter will be coming out soon.
- There will be a big membership renewal push in November, which is traditionally signup month.
- Communications Librarian, Jacquie Owens, is creating a flier for the holiday gift wrapping fundraiser.

- I. **Call to Order.** The meeting was called to order at 7:15 pm.
- II. **Disposition of Minutes on August 13, 2025.** Motion to accept the minutes as written by MaryAnne Williams. Second by Mary Schmutz. Carried.
- III. **Conflict of Interest.** None.
- IV. **Donation Treasurer's Report.** Library Fund Balance as of August 1, 2025, was \$126,207.50. Donation of \$6000.00 in restricted funds for Computer Lab renovation was received from Bob Clarkson in memory of Linda Clarkson. Donation of \$100.00 in unrestricted funds from Doyle Security in memory of Elaine Kelsey. Withdrawal

for payment of \$923.38 for Warrant 2025-2026 #2. Interest and Dividends earned \$416.26. Library Fund Balance as of September 1, 2025, is \$131,800.38.

Donation balance as of September 1, 2025:

Seneca Checking Account:	\$20,169.13
Empower Savings Account:	\$28.72
Empower 15-month CD account at 4.50% APR, matures 10/18/2025	\$55,682.10
Empower 15-month CD account at 4.50% APR, matures 7/19/2026	<u>\$55,920.43</u>
Total:	\$131,800.38

Motion to accept Donation Fund Treasurer's Report by Pam Fallesen. Second by Liz Bates. Carried.

V. **Bills: Donation Fund.** The following warrant was presented:

- Computer Lab Renovation Fund (restricted): Wall Paint \$21.56

Motion to approve the warrant by Mary Schmutz. Second by MaryAnne Williams. Carried.

Additionally, John reported that he will renew the CD that is maturing on **10/18/2025** in early October, once he has a better idea of the interest rate.

VI. **Patricia Baum's Presentation.** Library bookkeeper Patricia Baum presented a proposal to remove the existing calculations made to employees' vacation if they move from part-time to full-time status. Moving forward, regardless of their status, all employees will receive 2 weeks' vacation (or a prorated version of two weeks) after 1 year. The same will apply at the 5-year mark. If they move from part-time to full-time status, the time-period will not change, just the amount of time they receive. Motion to accept the change for vacation time by Pam Fallesen. Second by Mary Anne Williams. Carried.

VII. **Treasurer's Report-Public Fund.** Budget Transfers:

- August book sale money (\$5280.15) will be deposited into 2770.000 General Funds.
- \$5,000 of that deposit will be moved to 7410-462-33-0000 Books Budget Line.

Move to accept book sale money into general funds by Pam Fallesen. Second by Liz Bates. Carried. Motion to transfer \$5,000 general funds to Book Budget Line by Mary Anne Williams. Second by Mary Schmutz, Carried.

- The prior year's refund was received from Utica National Insurance. These funds should be added to the insurance line in the library budget (7410-411-33-0000). Motion to accept the insurance refund be moved to the insurance line by Liz Bates. Second by Mary Schmutz. Carried.

VIII. Bills: Public Fund. No questions. Motion to pay the Bills Payable (August 14-September 10) by Mary Anne Williams. Second by Liz Bates. Carried.

IX. Public Comments. None

X. Old Business

A. Library Construction Aid Grants.

- a. Charging Station Grant. PISO, the company that installed the station, is completing paperwork that will then go to the school district architect. Once a final inspection is done, the architect will submit the paperwork to NYSED to close the project. We are anticipating an 80% reimbursement from NYS.
- b. Cooling Tower Grant. The Board reviewed the Assurances for State Aid for Library Construction Program (FY 2025-2026). Motion to give Craig Maguire the authority to complete and sign the form by Mary Anne Williams. Second by Pam Fallensen. Carried.

B. Monthly Energy Use Review. It has been trending as usual.

C. Learning Center Update. The Learning Center is ready to go. It is painted. There are 8 new tables and chairs, and sound panels. Tutors can reserve the room.

D. BCSD Sunday Walk-Throughs. Each Sunday, a maintenance employee from the school district will be walking through the library to look and see if there are any issues or repairs that need to be made. All maintenance staff have been trained in opening and closing the building.

XI. New Business

A. Personnel.

- Appoint Bethsa Beck, Page, at \$15.50 per hour, effective 9/15/25.
- Appoint Alicia Hughes, Page, at \$15.50 per hour, effective 9/15/25.
- Motion to approve both hires Pam Fallesen. Second by Mary Anne Williams. Carried.

B. Chris Turner Donation. Gordon Turner was a board member when the current library was built. The site was previously the location of Morris Machine Works. When Morris Machine Works was demolished, Gordon picked up pieces left by the demolition. His wife, Chris Turner, has created a shadowbox containing these items, which she has donated to the library. The shadowbox, along with a plaque will be hung at the

parking lot entrance to the building. An unveiling and reception will take place on Tuesday, September 30, 2025.

XII. Director's Report.

- On August 28, Nancy Howe and Craig Maguire met with representatives from Johnson Controls, who provided a quote for a new cooling tower- \$205,000. As previously discussed earlier in the meeting, Nancy has applied for a NYS Construction Aid grant to pay 50-75%.
- Nancy requested 200 posters commemorating the Bicentennial Celebration of the Erie Canal. A local celebration will be held on October 3rd on Paper Mill Island. Nancy, Jacquie Owens, and Dania Souid will be on-hand that day with an Erie Canal-themed craft for children and library information.
- Dania Souid is working on a plaque to honor former library trustee, Bob Manning.

XIII. Adjournment. Motion to adjourn by Liz Bates. Second by Mary Schmutz. The Board adjourned at 8:35 p.m.

Respectively Submitted,
Diane Natale, Secretary