

Baldwinsville Public Library  
Board of Trustees  
Minutes of Meeting – 8 February 2023

PRESENT: Craig Maguire, President; Pamela Fallesen; Steve McMahon; Mary Schmutz; Margaret Van Patten, Library Director; MaryAnne Williams, Secretary

EXCUSED: Mary Lou Carpinella; Linda Clarkson; Lauren Russett

The Board meeting was called to order by President Maguire at 7:15 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members of library matters.
- II. Disposition of Minutes of 11 January 2023. The minutes were distributed and discussed. Motion by McMahon, seconded by Schmutz that the minutes be accepted. Carried.
- III. Treasurer's Report – Public Fund. Motion by Fallesen to accept Cycle 6, seconded by Schmutz. Carried.
- IV. Treasurer's Report – Donation Fund. Motion by McMahon to accept, seconded by Fallesen. Carried.
- V. Bills – Public Fund. The bills from 1/12/2023 to 2/8/2023 were distributed and discussed. BPL's portion of BCSD workers' comp is \$6,946; the budgeted amount was \$5,300. The district's assistant treasurer advised that the \$6,946 amount is to be expected going forward. Motion by Schmutz, seconded by Fallesen to approve and accept as presented. Carried.
- VI. Bills – Donation Fund. None.
- VII. Public Comments. None.
- VIII. Old Business.
  - A. Library Construction Grants. NYS approved the installation of the new cooling tower and heat pumps, and the architect will send out for bid.
  - B. Monthly Energy Review. Energy usage is up only slightly.
  - C. Children's Department. The NY State Education Department officially approved the project and the contractor has started ordering supplies. An agreement between the Annals, BPL, and the contractor is being drafted.

- D. Collection Development Selection Policy. The proposed cover letter, request for materials reconsideration, and response letter were distributed and discussed. Board members are to review the items and send comments to McMahon, Schmutz, Van Patten, and Nancy Howe no later than 22 February. Motion by Fallesen to use the proposed items to address an email from a library patron who provided input on teen graphic novels, seconded by Schmutz. Carried.
- E. Part-time Staff Benefits. In regards to a request that part-time staff be paid for a holiday when the staff member is normally scheduled to work, Van Patten provided the current policy for vacation, holiday, and sick time pay. Van Patten proposes two responses: 1) no change, and 2) each part-time staff members will receive two paid floating holidays. The decision will be made at the March meeting when more Board members are in attendance.
- F. Other. Maguire will get an estimate on the cost to install the Kohler water usage ultrasonic device as well as get ideas from the BPL plumbing service on how best to monitor and address water usage.

#### IX. New Business

- A. Trustee Election and Budget Vote. Van Patten presented the time schedule for the annual trustee election and budget vote, which will take place on 27 April.
- B. Personnel. Van Patten proposed that Sandra Nelepovitz's pay be adjusted to reflect the base pay for clerks. Motion by Fallesen to approve, seconded by McMahon. Carried.

Van Patten proposed that Jessie Moore be hired as the children's librarian contingent on her acceptance of the position, Librarian I effective 1 March. Motion by Schmutz to approve, seconded by Fallesen. Carried.

Van Patten proposed that Stephanie Baiamonte be hired as full-time Library Clerk II effective 16 February. Motion by Fallesen to approve, seconded by Schmutz. Carried.

- C. Other. The book sale on 3-5 February raised \$5,189.

- X. Adjournment. Motion by McMahon, seconded by Schmutz that the meeting be adjourned at 8:58 p.m. Carried. The next Board meeting will be held on Wednesday 8 March 2023 at 7:00 p.m.

Respectfully submitted.

MaryAnne Williams, Secretary