

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

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

EXCUSED: Mary Lou Carpinella

UNEXCUSED: Lauren Russett

The Board meeting was called to order by President Maguire at 7:08 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 8 February 2023. The minutes were distributed and discussed. Motion by Fallesen, seconded by McMahon that the minutes be accepted. Carried.
- III. Treasurer's Report – Public Fund. Van Patten said that about \$4,200 PILOT (Payment In Lieu Of Taxes) remains to be collected. Motion by Fallesen to accept Cycle 7, seconded by Schmutz. Carried.
- IV. Treasurer's Report – Donation Fund. Another \$200 donation was received for the shelving in the children's area; the goal for the shelving is \$10,000 and about \$6,000 has been raised so far. Motion by Clarkson to accept the report, seconded by Fallesen. Carried.
- V. Bills – Public Fund. The bills from 2/9/2023 to 3/8/2023 were distributed and discussed. Motion by McMahon, seconded by Fallesen to approve as presented. Carried.
- VI. Bills – Donation Fund. None.
- VII. Public Comments. None.
- VIII. Old Business.
 - A. Library Construction Grants. Bids were received for the cooling tower and the heat pumps, but the items need to be bid separately; first the cooling

tower, then the heat pumps. \$22,000 left from the parking lot paving will be applied to the cooling tower.

- B. Monthly Energy Review. Energy usage is trending downward.
- C. Annual Budget Vote and Trustee Election. Van Patten reviewed the time schedule for the annual trustee election and budget vote, which will take place on 27 April. Petitions are out for the two open trustee positions and are due by 4 pm on 28 March.

Mary Crego will serve as an election inspector. Van Patten proposed that Crego be paid according to the rate set by the Onondaga County Board of Elections. Motion by Fallesen, seconded by McMahon to approve. Carried.

- D. Children's Department. The Annals and the contractor are establishing a timeline for the renovation. Bruce King is revising specifications for the canal boat.
- E. Collection Development Selection Policy. The revised cover letter, request for materials reconsideration, and response letter were distributed to the board members prior to the meeting. Schmutz and McMahon proposed that the response letter be reworded; McMahon will edit the response letter and bring to the April meeting for review and approval.

No additional communication has been received from the library patron who was sent the cover letter and request for materials reconsideration in response to the concern about teen graphic novels. Another library patron complained about an author book signing, and was provided with the cover letter and request for materials reconsideration; no response has been received.

- F. 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 on that day, the board considered two options: 1) no change, and 2) each part-time staff members will receive two paid floating holidays. Motion by Fallesen to approve option 1, seconded by Clarkson. Carried.

IX. New Business

- A. 2023/2024 Budget Adoption. Van Patten presented the proposed budget, which was developed by Van Patten, Maguire, Schmutz and Nancy Howe. Wages reflect a 4% cost of living increase. BPL wages typically lag those paid by many local libraries, which is starting to have a negative impact on attracting new hires.

The Library Charges line item under revenue should be \$1,500 and not \$15,000 as shown on the proposed budget. Motion by Fallesen to 1) approve the proposed budget as amended to reflect correct Library Charges line item, and 2) not exceed the tax cap but borrow against the fund balance. Seconded by Schmutz. Carried.

- B. Personnel. Jessie Moore declined the position of children's librarian, and the hiring process will restart.
 - C. Van Patten proposed that Katherine Wilburn be hired as Library Clerk I effective 16 March at a rate of 14.71/hour. Motion by Fallesen to approve, seconded by McMahon. Carried.
- X. Director's Report. Van Patten read a thank you note from Nancy Howe for the flowers sent for her sister's funeral.
- Van Patten stated that the Annual Report for Public and Association Libraries needed to be approved. Motion by Clarkson to approve, seconded by Schmutz. Carried.
- XI. Adjournment. Motion by Clarkson, seconded by Fallesen that the meeting be adjourned at 9:08 p.m. Carried. The next Board meeting will be held on Wednesday 12 April 2023 at 6:45 p.m.

Respectfully submitted.

MaryAnne Williams, Secretary