

Baldwinsville Public Library**Board of Trustees****Minutes of Meeting – Nov. 8, 2023**

Present: Craig McGuire, Pres., Mary Ann Williams, Mary Schmutz, Pam Fallesen, Frank Valchine, Mary Lou Carpinella, Margaret Van Patten, Library Director, John Klimachefski, Donation Fund Treasurer, Diane Natale, Secretary.

Excused: Linda Clarkson, VP.

Meeting called to order at 7:15 p.m

I. Conflict of Interest. None

II. Disposition of Minutes of Oct. 11, 2023. Move to accept by Mary Schmutz. Second by Pam Fallesen. Carried

III. Treasurer's Report – Public Fund. Move to table by Mary Schmutz. Second by Mary Lou Carpinella. Carried

IV. Treasurer's Report – Donation Fund. \$50 donation from the daughter of Sylvia Scharlatt, a long-time fund raiser for the library, affectionately known as the "nut lady" for selling them at the library.

V. Bills- Public Fund. Motion to pay bills by Mary Lou Carpinella. Second by Pam Fallesen. Carried

VI. Bills- Donation Fund. New \$100 donation in memory of Joan Procopio. John also pointed out that the library receives \$364.29, monthly, from dividends and interest earned from its CDs. This money is deposited at the end of each month. Move to accept the treasurer's report by Mary Lou Carpinella. Second by Pam Fallesen. Carried

VII. Public Comments. None

VIII. Old Business

A. Updates:

1. Library Construction Grants

In the Sept. 13, 2023 minutes, we were introduced to Nate and Julia from the GreenTeam, with info about LED lighting for the library and how it would save us thousands of dollars. Pam Fallesen moved that we should accept the proposed project cost, \$12,000, which would save us \$200,000. Mary Schmutz seconded. Carried

2. Monthly Energy Use. Trending as it has been.

B. Policy Manual Review

1. Section IV Public Comment. Liverpool's library policy is up to 5 minutes for someone to speak to their board. Our Baldwinsville District is vague. Margaret pointed out that in her 44 years, she has had no problem with people explaining their viewpoints. It was discussed that we may need 48 hours in advance as to what topic will be discussed. Director should be notified. Discussed how many minutes to allow to speak as well as depending on how many wished to talk would depend on how long they may speak. Mary Anne Williams also pointed out that the policy manual needs to be consistent with spacing, spelling, etc.

2. Section V Personnel. Before our next meeting a committee made up of Linda Clarkson, Nancy Howe, Margaret Van Patten, Mary Lou Carpinella and Frank Valchine will come up with a new draft for policy changes. Then when it's okayed and revisions have been made, we will have the final proposal to vote on. It is still a work in progress.

C. Friends of the Library. Going well. The Board put together a Relaxation basket for the Friends to raffle.

D. Other. Ryan McMahon was here recently and discussed Micron.

IX. New Business.

A. Holiday Schedule. Pam Fallesen moved to accept the Library's holidays for 2024 as presented. Second by Mary Lou Carpinella. Carried

B. Tax Cap Resolution. RESOLVED that pursuant to General Municipal Law Section 3-c(5), the Board of Trustees of the Baldwinsville Public Library Overrides, for the July 1, 2024 – June 30, 2025 fiscal year, the tax levy limit imposed by Municipal Law Section 3-c(3). Motion to accept by Frank Valchine. Second by Mary Ann Williams. Carried

C. Christmas Gifts. Approve gift cards for Mike Conway, designed and is now

painting the murals that are going around the canal boat; Mary Crego, organizes the book sales; Abe Morelli, just completed his multi-year volunteer service as donation fund treasurer; Diane Natale is the volunteer library board secretary. Motion to accept Mary Ann Williams. Second by Pam Fallesen. Carried.

D. Bereavement Time.

The following additions to the bereavement policy were proposed:

Part-time staff would be given bereavement pay if services for a member of their immediate family are during a time that they are regularly scheduled to work.

“Immediate family member” shall include partner; birth and adoptive parents, children and siblings; stepparents, stepchildren and stepsiblings; fathers-in-law, mothers-in-law, brothers-in-law, sisters-in-law, sons-in-law and daughters-in-law; and grandparents and grandchildren.

Approve bereavement policy and definition of immediate family effective July 1, 2024. Motion to accept Pam Fallesen. Second by Mary Lou Carpinella. Carried.

X. Director’s Report.

Boiler was inspected in October and it failed inspection. Cooney found 2 switches that need to be replaced for about \$700. Parts have been ordered and Cooney will do the work.

In Oct., at a full staff meeting, ACR Health trained staff on use of NARCAN and gave everyone a NARCAN kit.

There is an AED unit now in the library. The B’ville Ambulance Corp will conduct CPR/AED training at the staff development day on Nov. 10.

Staff kudos. Patron sent a message to Pam Fallesen for helpfulness of staff members Sandy Nelepovitz and Sue Hourihan after a hit and run in library parking lot. A library patron left a voice message to compliment Amy Bruce, who she finds very helpful and knowledgeable. She said Amy “represents the library five stars”.

The US Department of Labor Office of Disability Employment, Syracuse Office of ACCES-VR (vocational rehab) a division of the NYS Department of Labor notified us that we were the recipient of a regional NDEAM 2023 Local Business Recognition Certificate which was presented to us on October 26. When we received the award the rep from the Syracuse office brought the staff donuts from Glazed and Confused and coffee from Café Kabal.

Meeting adjourned at 9:04 p.m. Motion to accept by Pam Fallesen. Second by Mary Schmutz. Carried

Respectively Submitted,
Diane Natale