

## Baldwinsville Public Library

### Board of Trustees

#### Minutes of Meeting-March 13, 2024

**Present:** Craig Maguire, Pres.; Mary Anne Williams; Mary Schmutz; Frank Valchine; John Klimachefski, Donation Fund Treasurer; Pam Fallesen, Margaret Van Patten, Library Director; Diane Natale, Secretary.

**Excused:** Linda Clarkson, VP; Mary Lou Carpinella

Meeting called to order at 7:07 p.m.

- I. Conflict of Interest- None
- II. Disposition of Minutes of February 14, 2024. Move to accept minutes by Mary Schmutz, second by Mary Anne Williams.  
Carried
- III. Treasurer's Report- Public Fund. It looks like there was an increase in revenue. This was an unofficial report as the library did not have the treasurer's report from the school district. There was not a vote to accept because this was an unofficial report.
- IV. Treasurer's Report- Donation Fund. New donation of \$200 from Candlelight Quilters. Library Fund Balance as of March 1, 2024 is \$116,769.70. Checking account \$12,291.18. Certificate of Deposit \$104,478.52. Total balance in deposits as of March 1, 2024 is \$116,769.70. Move to accept Treasurer's Report for

Donation Funds by Mary Anne Williams, second by Frank Valchine. Carried.

- V. Bills-Public Fund. Move to accept Bills from Public Fund by Mary Anne Williams, second by Mary Schmutz. Carried.
- VI. Bills-Donation Fund. None
- VII. Public Comments. None
- VIII. Old Business

A. Updates:

1. Library Construction Grants. Bids for new heat pumps will open next Thurs. Mar. 21, 2024. The construction money that was left over paid for the LED lights in the basement and a security camera. It will not pay for the cooling towers. It was suggested that we need 2 heat pumps, which cost at least \$22,000. That is just the cost of the pump and not anything else that will be needed to install it.
2. Monthly Energy Use Review. Energy use is down due to the warmer weather but still trending as it should.

B. Annual Budget Vote and Trustee Election.

1. Details Review. Legal notices are correct in the Messenger. The annual vote is Thurs. April 18, 2024. If no one runs for a position, someone can do a write in campaign. They need to be at least 18 years old, a resident of the district and a citizen of the United States. Margaret Van Patten, Nancy Howe, Craig Maguire and Frank Valchine worked on the new budget. There was discussion and explanation of the budget. The budget is up due to an increase in most expenses. As of now, the

office supplies are much more expensive than last year. Securetronics, which has been sold and which monitored our security cameras, will no longer monitor the door alarm. As of now, Syracuse alarm will step in and monitor the alarm. Move to accept the proposed Annual Budget by Mary Schmutz, second by Mary Anne Williams.

Carried.

2. Election and Public Strategy. Now that the budget has been passed by the Board of Trustees, Margaret Van Patten and assistant, Suzanne McCarthy, will put together a pamphlet for the public. The Board of Elections will send an absentee list to the library. The library will be sending out ballots to permanent absentees.
  3. Approve Election Inspectors' Salaries. Moved until April's Board meeting
  4. Budget Presentation to the Public. The budget presentation will be ten (10) minutes before our next Board meeting, April 10, 2024, at 6:50 p.m. Move to accept budget presentation by Pam Fallesen, second by Frank Valchine. Carried.
- C. Nate Secord: Green Energy Team. Their building burned down last month and we have not been able to get in contact with them yet.
- D. Policies
1. Section V. Personnel. Under vacation, the Library director shall receive four (4) weeks paid vacation each year after 1<sup>st</sup> complete year of employment. Full time and part-time personnel shall receive 2 week after

completing a year, 3 weeks after completing 5 years. Part time personnel shall receive prorated time, based on their hours of work, after working one (1) year. Move to accept Personnel changes by Mary Anne Williams, second by Pam Fallesen. Carried.

2. BPL Policy Section VI. Finance. Move to accept revisions by Mary Anne Williams, second by Mary Schmutz. Carried.
3. BPL Policy Section VII. Conflict of Interest. Move to accept revisions by Pam Fallesen, second by Frank Valchine. Carried

IX. New Business

- A. 2024/2025 Budget Adoption. Move to accept revisions by Pam Fallesen, second by Mary Schmutz. Carried
- B. Tax Cap Update. Based on our new budget, we are at the highest that we can ask for without exceeding the tax cap.
- C. Approve Annual Report to the NYS Library. Moved to accept by Pam Fallesen, second by Mary Anne Williams
- D. Personnel.
  1. Director's Position. The Board will be accepting internal applicants for this position at their April meeting.
- E. Other. It was voted by the Board that if the Vice President is unavailable, two (2) Pro Tem VPs will take that person's place. Mary Schmutz and Mary Lou Carpinella were designated as the 2 Pro Tem VPs. Move to accept by Pam Fallesen, second by Frank Valchine, Carried.

- X. Director's Report. The Intent to Speak form is on the library website under the list of policies and is part of the document

labeled Public Comments. There is a link from the trustee page where it tells when the board meetings are held.

The Board amended the budget to apply the \$25,000 we received from Assemblyman Magnarelli under 2770.000 unclassified revenue. At the same time the \$25,000, under budget expenditures, is applied to 7410-460-33-0000, Programming. Move to accept these changes by Mary Schmutz, second by Pam Fallesen. Carried.

- XI. Adjournment. Move to adjourn by Mary Anne Williams, second by Mary Schmutz. Carried. Meeting adjourned at 8:37 p.m.

Respectfully submitted,

Diane Natale