

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – 11 January 2023

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

EXCUSED: Linda Clarkson

The Board meeting was called to order by President Maguire at 7:05 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 14 December 2022. The minutes were distributed and discussed. One error was noted and corrected: One trustee abstained from the vote on the Tax Cap Override, not marked absent as stated in the minutes. Motion by Fallesen, seconded by Schmutz that the revised minutes be accepted. Carried.
- III. Treasurer's Report – Public Fund. No reports to review. Van Patten said that \$9,000 was budgeted for insurance this fiscal year, but that purchasing the cyber insurance increased the actual by \$2,300. Not all of the money budgeted for educational training will be used, and Van Patten proposed that \$2,300 be transferred from educational training to insurance. Motion by Fallesen, seconded by Maguire. Carried.
- IV. Treasurer's Report – Donation Fund.
 - A. Motion to accept by Russett, seconded by McMahon. Carried.
 - B. Van Patten reported that \$30,000 is needed for new shelving in the renovation plans for the children's section. Baldwinsville Rotary Club will contribute \$10,000 to match \$10,000 raised by the library. The \$109,968 CD with Seneca Savings, currently earning 1%, can be cashed in early with a penalty of two months of interest, and \$100,000 put into a new CD earning 4%. The remainder will be put towards the shelving. Motion by McMahon, seconded by Carpinella to approve. Carried.

- V. Bills – Public Fund. The bills from 12/15/2022 to 1/11/2023 were distributed and discussed. Motion by McMahon, seconded by Fallesen to approve and accept as presented. Carried.
- VI. Bills – Donation Fund. None.
- VII. Public Comments. None.
- VIII. Old Business.

- A. Updates

- 1. Library Construction Grants. The state architectural and engineering departments have approved the cooling tower plans and the state finance department is currently reviewing the plans; no timeline has been provided for review/approval. Van Patten said that according to the state liaison, we have until June 2024 to acquire and install the cooling tower.

The renovations to the children's section can proceed without any state reviews or approvals because no public funds are being used.

Assemblyman William Magnarelli provided \$20,000 for the boat in the children's section, as well as another \$25,000 for the community room flooring, mural, and audio editing equipment. Van Patten said that a special account code will be created to show how this money will be received and spent.

- 2. Monthly Energy Review. Energy usage continues to not show any anomalies.
- 3. Collection Development Selection Policy. Russett reported that the Trustee Advisory Council will meet via Zoom on Tuesday March 28, 5:30 to 7:30, to discuss collection selection. All trustees and library directors are invited to participate; she will distribute information when available.

McMahon and Schmutz proposed replacement language for Part C in Policy IX, materials selection, in the library policy handbook. There was considerable discussion of who should address public comments and how those comments will be addressed. It was decided that a new material comment form be developed; McMahon, Schmutz, and Van Patten as well as Nancy Howe, will meet to create the form and process.

4. Friends. Carpinella and Clarkson contacted the seven people who indicated an interest in reviving the organization. They will meet at 1 pm on Thursday January 19 to organize and discuss goals, activities, and leadership. Fallesen said that she would announce the next Travelers' Club meeting, and Leslie Morelli will announce it at the next book club meeting.

IX. New Business

- A. Personnel. Van Patten announced that Noreen Saccone will retire on January 28 and Deborah Nemes will retire on January 20. Meghin Roberts has resigned with a last day of January 20. Motion by Fallesen to accept the three resignations, seconded by Russett. Carried.

There are two good candidates for Saccone's job and interviews will take place next week. Van Patten proposed an annual salary of \$41,000 for the position; motion to approve by Schmutz, seconded by Russett. Carried.

Van Patten proposed an hourly rate of \$14.71 for Nemes' position; motion to approve by Fallesen, seconded by Carpinella. Carried.

Van Patten will canvas the Librarian 1 list to identify candidates for Roberts' position, and Corrine Kushner will sub as needed. Van Patten proposed an annual salary of \$45-48,000 for the position; motion to approve by Fallesen, seconded by Russett. Carried.

- B. Part-time Staff Benefits. A permanent part-time staff member asked Van Patten that permanent part-time employees be paid for a holiday if they were normally scheduled to work that day. Van Patten reviewed the part-time schedules and noted that there would be a wide variation in the number of paid holidays that part-time employees would receive. McMahon requested that Van Patten make a recommendation and that it be added to the February agenda.

- X. Adjournment. Motion by McMahon, seconded by Russett that the meeting be adjourned at 9:05 p.m. Carried. The next Board meeting will be held on Wednesday, February 8, 2023 at 7:00 p.m.

Respectfully submitted.

MaryAnne Williams, Secretary

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

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

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – 12 April 2023

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

EXCUSED: Lauren Russett

The Board meeting was called to order by President Maguire at 6:55 pm for public comments, of which there were none. The regular business meeting was called to order at 7:13 pm.

- 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 March 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 Treasurer's Report for 7/1/2022 to 2/28/2023, seconded by Clarkson. Carried.
- IV. Treasurer's Report – Donation Fund. Motion to accept as presented by Clarkson, seconded by Carpinella. Carried.
- V. Bills – Public Fund. The bills from 3/9/2023 to 4/12/2023 were distributed and discussed. The library credit card with Key Bank was not paid on time by the BCSD accounting department. Van Patten spoke with the BPL contact there and going forward, the bill will be paid automatically so there will be no more late charges. Motion by Clarkson, seconded by McMahon to approve as presented. Carried.
- VI. Bills – Donation Fund. None.
- VII. Public Comments. None.
- VIII. Old Business.
 - A. Updates
 1. Library Construction Grants. Bids were received for the entire cooling tower project, which also includes dehumidifiers, a wiring

harness, and heat pumps. The bids were more than four times higher than the bids received prior to the pandemic: \$62K and \$68K for just the cooling tower. before the pandemic vs. \$276K now. Part of the escalation was due to the original bids not including prevailing wages. The \$22K left from the parking lot paving can be applied to the project, and there may also be grant money available.

Motion by McMahon to reject the bids, seconded by Carpinella. Carried.

Motion by Fallesen that the library work with BCSD engineer to review project requirements, change the scope of the project to just include the cooling tower, and send out for rebid. Seconded by McMahon. Carried.

2. Monthly Energy Review. Energy usage is trending downward.

- B. Annual Budget Vote and Trustee Election on April 27. Van Patten distributed the information flyer. Absentee ballots will be mailed on Friday April 14 to those people on the permanent list of absentee voters; anyone not on the list can request an absentee ballot at the front desk.

Van Patten proposed that Ron Waterbury serve as a second election inspector. Motion by Fallesen, seconded by Clarkson to approve Waterbury as a second election inspector and pay him at the rate set by the Onondaga County Board of Elections. Carried.

There will also be volunteer inspectors. Motion by McMahon, seconded by Schmutz to approve Norma Widman, Lynn Rosentel, Sue McManus, and Cindy Clarke as volunteer election inspectors, and Jenny Doane and Camilla Moses as alternates. Carried.

- C. Agreement between the Library and School District. Van Patten reviewed the agreement that the library and BCSD sign each year that outlines the responsibilities of each party. Motion by McMahon, seconded by Clarkson to approve the agreement and authorize Maguire to sign on behalf of the library. Carried.
- D. Children's Room Update. The renovation is scheduled to start on June 5, and will take 6 to 7 weeks to complete.
- E. Collection Development Selection Policy. The response letter was revised to reflect the changes discussed at the March meeting.

IX. New Business

A. Rescind Tax Cap. The proposed budget did not exceed the tax cap. Motion by Fallesen to rescind the tax cap, seconded by Clarkson. Carried.

B. Personnel. None.

C. Board of Trustees. Russett has moved out of the BCSD but still wishes to be a trustee. Van Patten stated that trustees must reside in the BCSD and that Russett needs to write a letter of resignation.

McMahon complimented Adult Services Librarian Jacquie Owens on the Erie Canal Days programs.

X. Adjournment. Motion by Fallesen, seconded by Clarkson that the meeting be adjourned at 8:55 p.m. Carried. The next Board meeting will be held on Wednesday 10 May 2023 at 7 pm.

Respectfully submitted.

MaryAnne Williams, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – 10 May 2023

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

EXCUSED: Linda Clarkson, Steve McMahon

The Board meeting was called to order by President Maguire at 6:55 pm at 7:16 pm.

- 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 12 April 2023. The minutes were distributed and discussed. Motion by Carpinella, seconded by Schmutz that the minutes be accepted. Carried.
- III. Treasurer's Report – Public Fund. Van Patten stated that there is still some PILOT money due. There was discussion that some funds will be moved between line items to balance out some end of the fiscal year overages and under spending. Motion by Schmutz to accept Cycle 9, seconded by Fallesen. Carried.
- IV. Treasurer's Report – Donation Fund. Motion to accept as presented by Schmutz, seconded by Carpinella. Carried.
- V. Bills – Public Fund. The bills from 4/13/2023 to 5/10/2023 were distributed and discussed. Motion by Carpinella, seconded by Fallesen to approve as presented. Carried.
- VI. Bills – Donation Fund. None.
- VII. Public Comments. None.
- VIII. Old Business.
 - A. Updates
 1. Library Construction Grants. An architect with King & King, the architectural firm for Baldwinsville Central School District, analyzed the bids for the cooling tower project, and defined the parameters of what each portion of the project should generally cost.

2. Monthly Energy Review. Energy usage is right on track with past years.

B. Annual Budget Vote and Trustee Election on April 27. The budget was passed by a large margin. Fallesen was re-elected as trustee and Williams was elected as trustee.

C. COVID Vaccine Requirement. During the pandemic, all non-vaccinated library employees were required to provide a negative COVID test each week. The parents of one student page have a bill for \$1,400 for what their insurance did not cover when they took the tests at a local urgent care facility; they would like some or all reimbursement from BPL since the testing was an employment requirement. Motion by Carpinella to table the decision until more information is obtained, seconded by Fallesen. Carried. Van Patten will contact BPL's attorney for guidance.

D. Other.

1. Materials Selection Challenge Form. Van Patten requested clarification on who and how the challenge form will be provided to patrons. Any staff member who receives a complaint about materials will direct the patron to the senior librarian on site, who will provide the form to the patron.
2. Board Secretary. The position is still available, although Betty Brainerd has agreed to be a last minute substitute but not secretary on a regular bases. Abe Morelli would also like another person to be trained as assistant treasurer, to provide back up to him.
3. Friends of BPL. Carpinella is organizing a meeting on May 23 of those who expressed interest in getting the organization back in operation. She expressed concern regarding where the meeting and future meetings will be held, given that the children's collection will be moved into the community room during the renovation; Van Patten stated that they will find meeting space for them.
4. Children's Room. The children's collection will be moved into the community room the week of May 29 and renovation will start on June 5.
5. Book Sale. The May book sale raised \$5,800.

IX. New Business

A. Personnel. None.

- B. Ruth Connell Award. Staff members nominate other staff members for the award. The award and reception cannot be funded out of money raised by Friends until there are officers for Friends and can approve use of their funds. Van Patten will pick a date for the reception in June and the Board members will contribute to the award and the food.
 - C. Security. There have been a number of disruptive incidents in the past few weeks. There are no available BPD officers to walk through periodically or be hired for off duty work. Van Patten is getting quotes for hiring officers from other law enforcement groups. A BPD officer is scheduled to speak at the next staff meeting, and will review safety procedures and best practices for handling disruptions.
 - D. Approve 2023-2024 Salaries. Motion by Schmutz to approve as presented, seconded by Fallesen. Carried.
 - E. Other. Motion by Carpinella to procure an AED and NARCAN kits, and training the staff to use them, seconded by Schmutz. Carried.
- X. Adjournment. Motion by Fallesen, seconded by Schmutz that the meeting be adjourned at 9:40 p.m. Carried. The next Board meeting will be held on Wednesday 14 June 2023 at 7 pm.

Respectfully submitted.

MaryAnne Williams, Secretary

Baldwinsville Public Library

Board of Trustees

Minutes of Meeting – 14 June 2023

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

EXCUSED: Linda Clarkson

The Board meeting was called to order by President Maguire at 7:12pm.

- I. Conflict of Interest. No conflict of interest relating to the Board members of library matters.
- II. Disposition of Minutes of 10 May 2023. Minutes were distributed and discussed. Motion by Schmutz to accept, second by McMahon. Carried
- III. Treasurer's Report – Public Fund. Motion to accept by Fallesen, second by Carpinella. Carried.
- IV. Treasurer's Report – Donation Fund. Barbara Aitken, past President of Library Board, left the library \$20,000, with no restrictions on the money. The required document was notarized and sent back to the lawyer. Barbara retired from the library where she was in charge of story time. Library will do something in memory of Barbara. Motion to accept by McMahon, second by Schmutz. Carried
- V. Bills - Public Fund. Bills from 5/11/2023 to 6/14/2023 were distributed and discussed. Explanation of Playaway products, which are Audio and Video for Children and Adults. Bruce King designed the children's library and the state wanted change in the boat design, which Bruce took care of in one day. There was a mix-up with the sign over the children's area and sign companies are submitting proposals. Talked about naming the boat and the theme in the new children's area. Possibly honoring Barbara Aitken or Ed McManus. Motion to accept by McMahon, second by Fallesen. Carried.
- VI. Bills – Donation Fund. None
- VII. Public Comments. None
- VIII. Old Business
 - A. Updates:
 1. Library Construction Grants. It was noted that in writing grants you need to use correct terminology for the best results. You need to be careful of the words you

use. Discussion on companies not using prevailing wage. If state money is being used, prevailing wage should be paid. However, that is not always the case. The County does always use prevailing wage. You do not need to use the prevailing wage if it is for maintenance. The library driveway grant cost less than expected. Window at far end of children's area is leaking water. It was found during the deconstruction of the area and after removing shelving, there was very wet sheet rock found. Craig Maguire checked the roof. It's in good shape and the parapets are fine. When water drips from the roof, it drips into the window, which will have to be resealed. It was suggested that a cherry picker be used to fix it. Phil, the architect, will find someone to do it. Because of the cost, \$4000-\$5000, it does not have to be bid on.

2. Monthly Energy Review. Energy use is comparable with last year's usage at the same time. The water situation is okay and the sump pumps are now pad locked. In the custodial room an alarm goes off for the sump pumps. When the basement flooded, the custodian siphoned out water and dumped it into his sink, where it was recirculating and the pump failed. Now there are two pumps. At some time generators and backup pumps will have to be discussed.

- B. COVID Vaccine Requirement. The Library required weekly Covid testing if not vaccinated. However, the library was vague about paying for testing. A former employee had PCR testing from Sept. 20, 2021 – December 14, 2021. There is an outstanding bill that insurance did not cover and family has asked for compensation. It was discussed and decided that the library will pay fifty percent of the bill. Motion to pay by Schmutz, seconded by McMahon. Carried.

C. Other.

1. Assemblyman William Magnarelli will again be donating money to the library, to be used specifically for programs.
2. Ruth Connell Staff Appreciation Day Thursday, June 22, 2023 from 8-9 a.m. in the library. Members of the Board will be bringing the goodies. There will be awards and recognitions.
3. Friends of the Library. Mary Lou Carpinella and volunteer Cindy Falice are part of an Ad Hoc Committee to reorganize and revitalize Friends. Ed Norton says not to elect permanent officers yet. Mary Lou will give a list of names to Cindy for those offices.

IX. New Business

- A. Nominating Committee. We need to elect a President and Vice President. The Treasurer is determined by the Baldwinsville School. We are losing Steve McMahon as he is moving out of our area. We are a Public Library in association with the Baldwinsville Central School District. The Secretary is appointed by the library board.

B. Budget Vote Date for 2024. Margaret Van Patten suggested we go back to the last Thursday in April. Motion by Carpinella, second Fallesen. Carried.

C. Insurance Policy. The library insurance is through Utica National Insurance Group because we get dividends back. It is hoped that there will be no changes in the policy. Fallesen moved to pay the policy as long as there are no changes. Second McMahon. Carried.

D. Personnel.

1. Approved the resignation of Wanda Abrams as a substitute librarian.
Motion by Fallesen. Second Maguire. Carried

2. It is with pleasure that the library welcomes KC VerHage as our new Children's Librarian. His starting salary will be up to \$47,000 with an increase after 6 months. This is conditional pending his review. He is very interested and has great enthusiasm. He was at the Seneca River Days and even helped at the library area. Motion to hire KC by Fallesen. Second Carpinella. Carried

X. Director's Report.

XI. Adjournment. Motion to adjourn at 9:00 pm. by Carpinella. Second by Fallesen. Carried

Respectfully submitted,

Diane Natale, Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – July 12, 2023

PRESENT: Craig Maguire, President; Linda Clarkson, Vice-President; Mary Lou Carpinella, Pamela Fallesen, Mary Anne Williams, Margaret Van Patten, Library Director; Betty Brainerd, Acting Secretary

EXCUSED: Mary Schmutz, Steve McMahon

- I. The Board meeting was called to order by Acting Secretary Brainerd at 7:13 p.m.
- II. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members of library matters.
- III. Oath of Office for Newly-Elected Trustees. Trustee-elect Williams and Trustee Fallesen signed the Oath of Office.
- IV. Report of the Nominating Committee and Election of Officers. Craig Maguire for President and Linda Clarkson for Vice President. Motion by Williams, seconded by Fallesen that Craig Maguire be elected President and Linda Clarkson be elected Vice-President. Carried.
- V. Organizational Details
 - A. Monthly Meeting Night. Second Wednesday of the month at 7pm.
 - B. Official Newspaper. Messenger and Post Standard
 - C. Appoint Public and Donation Fund Treasurers.
 1. Emily Hayes as Public Fund Treasurer
 2. Abe Morelli as Donation Fund Treasurer
 - D. Appoint Secretary. Diane Natale as Secretary
 - E. Attorney. Linda Cook as Attorney
 - F. Government Records Officer. Margaret Van Patten as Government Records Officer

Motion by Carpinelli, seconded by Clarkson to approve all organizational details as proposed. Carried.

Acting Secretary Brainerd turned the meeting over to President Maguire.

- VI. Disposition of Minutes of June 14, 2023 meeting. The June 14, 2023 minutes were distributed and discussed. Motion by Williams, seconded by Fallesen that the minutes be accepted. Carried.
- VII. Treasurer's Report – Public Fund. The Budget Status Report for 7/1/2022 - 5/31/2023 was distributed and discussed. Motion by Fallesen, seconded by Carpinella that the Public Funds report for Cycle 11 - 7/1/2022 – 5/31/23 be accepted as presented. Carried

The Baldwinsville Public Library 2022-2023 budget summary sheet containing proposed year-end budget transfers and encumbrances was discussed.

Motion by Fallesen, seconded by Carpinella to approve and accept the year end budget transfers and encumbrances as presented. Carried.

- VIII. Treasurer's Report – Donation Fund. The Donation Fund report dated July 1, 2023 was distributed and discussed. Van Patten advised Board that Barbara Aitken, a previous Board president, had left \$20,000.00 to the is library that Van Patten thought would be appropriate to use for the children's area. Motion by Carpinelli, seconded by Clarkson, that the \$20,000.00 Aitken donation be used in the children's area as needed. Carried.

- IX. Bills – Public Fund. The bills for June 15, 2023 to June 30, 2023 and July 1, 2023 to July 13, 2023 were distributed and discussed.

Motion Fallesen, seconded by Carpinelli that the bills be approved and accepted as presented. Carried.

- X. Bills – Donation Fund. No Donation Fund bills were presented.
- XI.
- XII. Public Comments. None.

- XIII. Old Business.

- A. Updates

- 1. Library Construction Grants. Van Patten advised that not all of the grant money has been utilized at this point but it will be available until at least June of 2024 and possibly June

of 2025 and will be used for construction prior to that time. A punch list of projects to be completed is being prepared.

2. Monthly Energy Review. Maguire distributed and discussed the report.
3. Other. Van Patten reported that Cindy Falise has been working to activate the Friends group. Officers have been elected and the first meeting is scheduled for October.

Bob Manning's memorial plaque has been delayed as Mrs. Manning is out of the area at present.

XIV. New Business

- A. Petty Cash – Postage Asset Account. Motion by Fallesen, seconded by Carpinelli that the Petty Cash account be set up with \$225 and expenditures be tied to an account code. Carried.
- B. Purchasing Agents. Motion by Carpinella, seconded by Fallesen that Meg Van Patten, Pat Baum, and Nancy Howe be authorized to sign Purchase Orders. Carried.
- C. Year-End Budget Transfers. See section VII. Treasurer's Report: Public Fund.
- D. Encumbrances. See section VII. Treasurer's Report: Public Fund.
- E. Committee Assignments.

Budget: Maguire, Schmutz, Van Patten, Howe
 Policy: Clarkson, Carpinella, Van Patten, Howe
 Strategic Planning: Maguire, Howe, Van Patten,

- F. Emergency Contacts. The Board members provided updated emergency contact information.
- G. August Board Meeting. The August Board meeting has been rescheduled to August 16 at 7 p.m. to allow for a quorum.
- H. Strategic Planning. Van Patten, Williams, Fallesen and Howe

I. Trustee Advisory Council. The library needs a volunteer to serve as a representative on the council.

J. Motion by Clarkson, seconded by Fallesen that the story hour room be named after Barbara Aitken. Carried.

XV. Director's Report.

VanPatten reported the Children's room is almost complete and the ribbon cutting will be held July 17 at 6:30 p.m.

XVI. Adjournment. Motion by Clarkson, seconded by Fallesen that the meeting be adjourned. Carried. The next Board meeting will be held on Wednesday, August 16, 2023 at 7:00 p.m.

Respectfully submitted.

Elizabeth Brainerd,

Acting Secretary

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – July 19, 2023

PRESENT: Craig Maguire, President; Linda Clarkson, Vice-President;
Mary Lou Carpinella, Pamela Fallesen, Mary Schmutz, Mary Anne Williams,
Margaret Van Patten, Library Director

- I. The Board meeting was called to order by President Maguire at 7:02 p.m.
- II. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members of library matters.
- III. New Business
 - A. Kimberly Vile, Assistant Superintendent for Management Services, from the District Office opened three bids for the children's canal boat. A motion was made by Fallesen, seconded by Williams, that the award for the construction of the children's room canal boat should be awarded to the low bidder, Smith Structures Inc., East Syracuse, New York in the amount of \$45,000.00. Money for the boat to be taken from the Magnarelli Grant, the Aitken donation and the Donation Fund.
- IV. Adjournment. Motion by Carpinelli, seconded by Fallesen that the meeting be adjourned at 7:34 p.m. Carried. The next Board meeting will be held on Wednesday, August 16, 2023 at 7:00 p.m.

Respectfully submitted.

Margaret Van Patten

Acting Secretary

**Baldwinsville Public Library
Board of Trustees
Minutes of Meeting - Aug. 16, 2023**

PRESENT: Craig, Maguire, President; Linda Clarkson, V-P; Mary Lou Carpinella, Pamela Fallesen, Mary Anne Williams, Mary Schmutz, Margaret VanPatten, Library Director; Diane Natale, Secretary

Margaret showed video of leak in Children's Corner, in the window, nearest where the Boat is going. Craig explained that there was no drip line put on and there was extensive talk as to what to do next, including talking to our insurance agent and possibly getting a cherry picker donated to us.

- I. **Disposition of Minutes of July 12, 2023.** Only change was the ribbon cutting ceremony for the Maryella and Elizabeth Children's Corner was on July 27 not July 17. Motion by Pam Fallesen to accept change. Second by Linda Clarkson. Motion by Pam Fallesen to accept minutes. Second by Linda Clarkson. Carried.
- II. **Conflict of Interest.** No conflict of interest.
- III. **Treasurer's Report: Public Fund.** Under review until next meeting on Sept. 13, 2023.
- IV. **Treasurer's Report: Donation Fund.** Under review until next meeting on Sept. 13, 2023.
- V. **Bills: Public Fund.** We paid Nickerson LLC early for shelving in the new Children's Corner not for the Canal Boat. We paid Tech Systems early for Building Repair #2 for heat pumps, cooling tower not for video camera. Mary Anne Williams motioned to accept these 2 changes. Second by Mary Schmutz. Carried.
- VI. **Bills: Donation Fund.** Bill Magnarelli is donating money to pay for the paint for the mural that will be painted on the wall of the new Children's Corner.
- VII. **Public Comments.** Great feedback for the Maryella and Elizabeth's Children's Corner as well as for the new Children's librarian, KC VerHage.
- VIII. **Old Business.**
 - A. Updates:

1. Library Construction Grants.
2. Monthly Energy Use Review. With the help of National Grid Rep. Teresa Blum, we will find a way to get rid of the old cooling tower as well as old lights that use a ballast. We want to save energy and we have environmental restrictions to also consider.

B. Health and Safety Plan. No changes

C. Trustee Seats Policy. Margaret, Mary Lou, Linda and Mary asked to bring names of prospective people who might want to join the board as we need to fill Steve McMahon's position as he is now out of our area. We are a small management group and our quorum is 4. If someone leaves during the year, the new person can be accepted but then needs to run for the rest of resigning person's term. Therefore, this coming April, 2024, the new person coming in would also have to run for the rest of Steve McMahon's term.

IX. New Business.

- A. Fax. Faxing will now cost \$1.00 per page. Motion by Mary Anne Williams. Second by Linda Clarkson. Carried.
- B. Cancer Screening. Motion to allow use of paid leave by Mary Lou Carpinella. Second by Linda Clarkson. Carried. Also motion to change wording from Cancer screening to screening for cancer by Mary Anne Williams. Second by Linda Clarkson. Carried.

X. Director's Report.

We are grateful to Annals of Angels, Rotary, Rep. Bill Magnarelli, Friends of the Library and donation from Barb Aitken for helping to make the Maryella and Elizabeth Children's Corner a reality. Annals of Angels recently raffled baskets off for monies to be used for chairs in the Children's Corner. We all signed a thank you note to Annals of Angels to let them know how we each felt about the Children's Corner. Friends of the Library are continuing to do well. Our next library book sale will be on a Friday, Saturday and Sunday in November. Craig McGuire read a thank you from Margaret Van Patten on the death of her sister.

Motion for adjournment at 8:45 p.m. by Linda Clarkson. Second by Mary Schmutz.

Respectively Submitted,

Diane Natale, Secretary

**Baldwinsville Public Library
Board of Trustees**

Minutes of Meeting – Sept. 13, 2023

PRESENT: Craig Maguire, President; Linda Clarkson, V-P; Mary Schmutz, Pam Fallesen, Margaret Van Patten, Library Director; Diane Natale, Secretary.

EXCUSED: Mary Lou Carpinella, Mary Anne Williams

Meeting called to order at 7:15 p.m. Nate Secord, V.P. of Green Team Lighting, LLC. and Julia Dean, Project Manager – Lighting and Controls of Green Team Lighting, LLC. came to speak to us about an Energy Efficient Lighting Proposal for the Library. They use LED lighting. The library has LED lighting but it is only ballast compatible. We use fluorescent ballasts. Green Team proposes an installation of 656 LED lighting lamps and drivers, replacing the existing 678 High-Pressure Sodium, Metal Halide, Mercury Vapor, fluorescent, incandescent and/or halogen lighting fixtures. The proposal focuses on the following for the lighting needs of the Baldwinsville Public Library

- Capital expenditure for product replacement necessary to adequately relight the facility
- Operating expense reduction and capital cost payback analysis
- Environmental impact analysis

Green Team will reuse some of the lighting upstairs in the library by by-passing the ballasts and taking the good ballasts and tubes to replace the basement lighting as needed. The new equipment will be used in the library proper and will look the same. Getting rid of the ballasts will save 5% energy.

The Simplified Summary looks like this:

Installed Cost of NEW GREEN Lighting	\$40,769
Estimated Incentive Amount	\$28,538
Total after incentives	\$12, 231
Total 10 Year Savings	\$201,046
Total Monthly Electric Savings	\$607
Adjusted Payback in Months	7
Adjusted Annual ROI (%)	164%

It is estimated that National Grid will okay the ESP (Energy Savings Plan) in 2 weeks. Then we can set up a time line with Green Lighting. Nate said it would probably take 2-3 weeks to complete.

I **Disposition of Minutes** of August 16, 2023. Motion to accept, Mary Schmutz. Second, Linda Clarkson. Carried

II **Conflict of Interest.** None

III **Treasurer's Report: Public Fund.** Budget approved pending 7410-406-33-0077 Budget Account for Kid's Room Renovations corrected to \$0 in Unencumbered balance (last column) in next report. Cycle 1 report reviewed and motion to accept Mary Schmutz. Second Pam Fallesen. Carried

IV **Treasurer's Report: Donation Fund.** Donation Fund Reports dated August 1 and September 1 were reviewed and accepted.

V Bills-Public Fund. Motion to accept the bills payable for July 13 – August 9, 2023 by Pam Fallesen. Second, Mary Schmutz. Carried

VI Bills-Donation Fund. None

VII Public Comments. None

VIII Old Business

IX New Business

A. Personnel. Motion to approve appointment of following pages effective 8/28/23 @ \$14.20 an hour. Nia Delardi, Samantha Fichera, Owen Matt, Makayla Rasmus. Mary Schmutz. Second Pam Fallesen. Carried

Personnel. Motions to accept resignation Maximilian Hernandez, Page, effective 8/31/23; Aviya Luke, Clerk, effective 9/7/23; Pat Baum, Account Clerk II, effective 9/29/23. Pat is retiring from the library but she will be rehired in Oct. 2023. Pam Fallesen. Second Linda Clarkson. Carried

B. Policy Manual Review- Sections I, II, III. Amend the Library's Mission Statement by changing **Roles** to **Goals**. Motion to accept revision for Section I, Pam Fallesen. Second Linda Clarkson. Carried

Section II. Motion to amend services. Pam Fallesen. Second, Craig Maguire. Carried

Section III. Public Relations. Motion to Accept notifications in accordance with librarian. Pam Fallesen. Second Mary Schmutz. Carried

X Director's Report. Friends of the Library is doing well. Some discussion on censorship.

Meeting adjourned at 8:52 p.m. Accepted Pam Fallesen. Second Mary Schmutz. Carried

Respectively Submitted,

Diane Natale, Secretary

Baldwinsville Public Library

Board of Trustees

Minutes of Meeting - Oct. 11, 2023

PRESENT: Craig McGuire, Pres.; Mary Schmutz, Pam Fallesen, Mary Anne Williams, Mary Lou Carpinella, Margaret Van Patten, Library Director; Diane Natale, Secretary.

EXCUSED: Linda Clarkson

Meeting called to order at 7:10 p.m.

I. Conflict of Interest. No conflict of interest.

II. Disposition of Minutes of September 13, 2023. Slight mistake under **IX New Business B. Policy Manual Review – Section II.** I mistakenly showed Gary Maguire as a second to amend services, when it should have been Craig Maguire. Motion to accept, Mary Schmutz. Second, Pam Fallesen. Carried

III. Treasurer's Report: Public Fund. Motion to accept, Mary Lou Carpinella. Second, Pam Fallesen. Carried.

IV. Treasurer's Report: Donation Fund. No changes. Motion to accept, Mary Lou Carpinella. Second, Margaret Van Patten. Carried

V. Bills-Public Fund. P.A. Leone & Sons took out the urinal in the men's bathroom and is patching the tile and the hole. The phone in the workroom no longer sounds a continuous alarm when 911 is called. Motion to accept, Mary Anne Williams. Second, Pam Fallesen. Carried.

VI. Bills-Donation Fund. No bills.

VII. Public Comments. The Library policy manual is being revised. LED's in the basement have been taken care of. Cameras on the charging station are done. The rest of the Library Construction Grants will go towards the heat pumps but

not the cooling towers. The concrete slab for the cooling tower is wet due to condensation. The cooling tower is shut down during the winter. It is hoped that when the cooling tower is turned on in the Spring, it will continue to work. For how long? Therefore there needs to be upgrades to the cooling tower. \$300,000 needs to come out of the libraries monies. There was a bid package of \$87,000 but it did not show prevailing wage. We are a School District Public Library and the library building is owned by the Baldwinsville School system and we need to follow the state guidelines towards monies and prevailing wage. To get better coverage for money for the cooling tower, Craig suggested we might be able to get “parts” and be able to cover it under “maintenance” instead of buying and installing a new unit. Meg and Craig are in contact with the school district architect and facilities person to be able to get the specs and drawings for the library windows. The library building will be 28 years old the end of this month and there are continuing facility upgrades that need to be done. We pay the school district \$500 a year to salt our driveway after we pay someone to plow the driveway during the winter months. Our maintenance people shovel the sidewalks. The question becomes, who is responsible for standard maintenance?

VIII. Old Business.

A. Updates:

1. Library Construction Grants.

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

B. Donation Fund Treasurer. Abraham Morelli is retiring. John Klimachefski, our AARP coordinator, is interested in this position. He will need a copy of the minutes of this meeting to get the signature changes. Motion to accept John as the new treasurer by Pam Fallesen. Second. Mary Lou Carpinella. Carried.

C. Board Vacancy. Steve McMahon moved down the road but out of our district. Mary Anne Williams introduced us to Frank Valchine, a Dad of 2 boys, who wants to get active in the B’ville community. Frank will finish the rest of Steve’s year and then in April, Frank will run for Steve’s term. Motion to accept Frank by Mary Schmutz. Second by Mary Anne Williams. Carried.

D. Policy Manual Review.

1. Section IV Public Comment. In the Public Comment Section, B., the Board changed “more than 6 persons to “more than 4 persons will

have 24 hours to get in their form to speak at our meeting”. Meg is going to look into the official school policy about Public Comments.

- E. Friends of the Library.** There 12-15 members. On Saturday of our upcoming book sale, Nov. 4, Friends members will be able to go to the sale at 9:30 a.m. instead of 10 a.m. Mary Lou Carpinella suggested that the Board put together a “relaxation” basket for Friends to raffle.

IX. New Business.

- A. Personnel Changes.** Emily Maccone is retiring as of Oct. 28, 2023. There will be a retirement breakfast for Emily in the library on Oct. 27, 2023, from 8-9:30 a.m. Motion to accept by Mary Anne Williams. Second, Craig Maguire. Carried
Appoint David Wortz, Clerk, for \$15.30 an hr. effective 9/30/23. Motion to accept by Pam Fallesen. Second, Mary Lou Carpinella. Carried
Appoint Patricia Baum, Account Clerk II, for \$22.82 an hr. effective 10/3/23. Motion to accept by Mary Schumtz. Second, Mary Anne Williams. Carried.

- B. Salaries and Minimum Wage Adjustments.** As of 12/31/23 Page salaries are going up to \$15.00 an hr., as of 12/31/24 to \$15.50, as of 12/31/25 to \$16.00 per NYS minimum increases. Motion to accept Pam Fallesen. Second, Mary Lou Carpinella. Abstention. Mary Anne Williams (her son is a page). Carried
KC VerHage will have a raise in salary of \$1000 on 1/1/24. Motion to accept by Pam Fallesen. Second by Mary Lou Carpinella

- X. Director’s Report.** Last year a Junior from Fulton H.S., with limited vision, who wants to be a Librarian, started volunteering here. October is National Disability Awareness month and the Baldwinsville Public Library was nominated and we will be getting this award.

Meeting adjourned at 9:07 p.m. Accepted Mary Anne Williams. Second Pam Fallesen. Carried.

Respectively Submitted,
Diane Natale, Secretary

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

Baldwinsville Public Library**Board of Trustees****Minutes of Meeting – Dec. 13, 2023**

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

Excused: Linda Clarkson, VP.

Meeting called to order at 7:09 p.m.

- I. Conflict of Interest – None
- II. Disposition of Minutes of Nov. 8, 2023. Move to accept minutes by Mary Ann Williams, second by Mary Schumtz. Carried
- III. Sexual Harassment Training. Nancy Howe set up the video for us to watch as part of the yearly training.
- IV. Treasurer's Report-Public Fund. There are some trial balances as to how much money we will spend with certain vendors and with encumbered money for the fiscal year 2024. Move to accept Public Funds by Mary Ann Williams. Second by Mary Lou Carpinella. Carried
- V. Treasurer's Report -Donation Fund. New donation of \$50.00. Dividends/Interest \$353.77. Library Fund balance \$139,040.12. Motion to accept Donation Funds by Mary Schmutz. Second by Mary Ann Williams. Carried.
- VI. Bills- Public Fund. Move to accept Public Funds by Mary Schmutz. Second by Mary Lou Carpinella. Carried.
- VII. Bills- Donation Fund. Spend \$200 for gift cards. Move to accept amount by Mary Ann Williams. Second by Mary Lou Carpinella. Carried.

VIII. Public Comments. None

IX. Old Business

A. Updates:

1. Library Construction Grants. No updates
2. Monthly Energy Use Review. Trending as it has been.

B. Sexual Harassment Training. Already explained in III.

C. Friends. They are doing well.

D. Policy Manual Review

1. Section IV Public Comment. The total time for Public Comments will not exceed 30 min. Should there be more than 6 persons to speak, the 30 min. will be divided equally among the participants. Speakers will be limited to a brief description of their concern (maximum of 5 minutes) and the topic must be submitted to the Baldwinsville Library Board of Trustees, 24 hours prior to the Board meeting.
 2. Section V Personnel. Still working on it.
- E. Other. Craig walked around the library building with Phil Foederer the school district's architect, Kelly and Rick, personnel from Baldwinsville District Schools to talk about what are the library's responsibilities to this building and what the school district is responsible for this building. There is blue board that is now exposed on the building that needs to be covered. This building is 26 years old. We need a policy in place to help us take care of big projects like, the roof, anything structural, etc. What is covered by insurance? The Baldwinsville School District has insurance on our building. The library has insurance on the contents of the library. The Liverpool Public Library Director, Craig says there needs to be a meeting with Kim Vile, Superintendent of Finances in the Baldwinsville School District, to discuss who has what responsibilities for the library building.

X. New Business.

- A. NYSMEC Agreement. Baldwinsville Public Library is in NYS Consortium to cooperate with bidding agreement with National Grid through NYSMEC from BOCES recommendation. Motion to accept agreement by Pam Fallesen. Second by Mary Schmutz. Carried.
- B. Personnel. Appoint Charles Parker, Maintenance Worker I, effective 12/1/2023 atm rate of \$17 per hour.

- XI. Director's Report. HVAC issue in Margaret's very cold office, whereby she called Cooney Air Conditioning and Heating and a failed blower motor needed to be replaced. While the tech was here it was cold in the Young Adult Services office and another issue had to be repaired. Also Rick Foederer, school district's Chief Operations Office and Architect Phil Squadrito are scheduled to check out masonry and possible roof leaks and then make recommendations in regard to the window leaks.

From Annals Angels there was a donation for bean bag seats and chairs for the Children's Corner.

Meeting adjourned at 9:10 p.m. Motion to accept by Pam Fallesen. Second by Mary Lou Carpinella. Carried

Respectfully submitted,

Diane Natale