

**Baldwinsville Public Library**  
**Board of Trustees**  
**Minutes of Meeting – June 12, 2024**

**Present:** Craig Maguire, President; Frank Valchine; John Klimachefsky, Donation Fund Treasurer; Pam Fallesen, Mary Lou Carpinella, Nancy Howe, Assistant Director; Margaret Van Patten, Library Director; Diane Natale, Secretary.

**Excused:** Linda Clarkson, VicePresident; Mary Schmutz, Mary Anne Williams

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

- I. Conflict of Interest- None
- II. Disposition of Minutes of May 8, 2024. Move to accept minutes by Pam Fallesen, second by Frank Valchine. Carried
- III. Treasurer's Report- Donation Fund. Donation of \$100 by Ed Connell specifically for the Ruth Connell award. The library fund balance, as of June 1, 2024, is \$118,130.54. Breakdown is as follows, checking acct. is \$12,551.18, The certificate of deposit, at a rate of 4.17% and which matures on 7/17/2024 at Seneca Savings, is \$105,579.36. Frank Valchine will look into an automatic renewal and what the rate will be. Right now Key Bank is offering 5% for nine (9) months. Empower is offering 5.1%. Motion to ask John Klimachefsky to investigate getting in touch with Empower and if so, call Craig Maguire and Margaret Van Patten to okay transfer of CD to Empower. The

checking account would stay at Seneca Savings. Move to look into Empower and accept Treasurer's Report for Donation Funds by Mary Lou Carpinella, second by Pam Fallesen.

Carried.

- IV. Treasurer's Report- Public Fund. Move to accept the Public Fund amount by Mary Lou Carpinella, second by Pam Fallesen. Carried.

- V. Bills-Donation Fund. None

- VI. Bills-Public Fund. Move to pay the bills by Pam Fallesen, second by Frank Valchine. Carried.

- VII. Public Comments. None

- VIII. Old Business

A. Updates:

1. Library Construction Grants. No updates.
2. Monthly Energy Use Review. Energy still trending as it should.

B. Policies. Tabled to next month's meeting.

C. Other.

- IX. New Business

- A. Nominating Committee. Mary Lou Carpinella and Pam Fallesen are on the committee for the July Board meeting.

- B. Set Budget Vote date for 2025. Tabled to next month

- C. Insurance Policy. Insurance policy is now for \$3 million not \$1 million. Move to adjust insurance from \$1 million to \$3 million by Pam Fallesen, second by Frank Valchine. Carried.

- D. BCSD and BPL Agreement. Move to submit as written, with one revision, continue as a one (1) year agreement as it has

been historically done, by Mary Lou Carpinella, second by Frank Valchine. Carried.

E. Personnel. Appoint Isabella DeStephano as Page effective 5/16/24 at \$15.00 per hour. Appoint Jayse Ryf as Page effective 5/16/24 at \$15.00 per hour. Appoint Megan McDaniels as Librarian I effective 6/1/24 at \$21.92 per hour. Promote Jacqueline Owens to Librarian II effective 7/1/24. Promote Dania Souid to Librarian II effective 7/1/24. Motion to approve Personnel by Pam Fallesen, second by Frank Valchie. Carried.

F. Approve 2024-2025 Salaries. Motion to accept by Mary Lou Carpinella, second by Pam Fallesen. Carried.

X. Director's Report.

A. The Local History room was extremely hot. It was found that the room has a separate system that maintains the environment different from the library proper. The system is 27 years old and is water cooled. It needed freon.

B. New Pumps. Heat pumps have been ordered and delivery should be late June or early July. We have until June 2025 to complete the work.

C. Leaking Windows. The school district tested the windows on the west side of the front of the library. The window that had the large leak where the water had flowed in leaked when they did the water test. The architect has determined that the source of the leak is in the window and not in the brick or masonry. No recommended solution yet.

- D. Fire Inspection. On May 1, Margaret and Nancy accompanied the men on their inspection. Nancy reported two (2) minor noncompliance issues:
1. A fire extinguisher in basement did not have sign above it so it could be found in an emergency. A sign was found in Mechanical Room and Rich hung it up that afternoon.
  2. An alarm box in the trash room had scorch marks on the outside. A technician from TSI came and confirmed that scorch marks did not indicate a hazard. He took it apart and checked the wires. He came back a few days later and replaced it.
- E. Landscaping. Nancy worked with Ballantyne Gardens to have them come on May 29 to take care of winter cleanup on East Genesee Street side for Memorial Day parade. They will be coming back in the next few weeks to complete work on the side and the parking lot side.
- F. Training. As part of preparing to step into the role of director, Nancy Howe watched American Library Association webinar: Up or Out: Smarter Ways to Get Library Employees Back on Track or End the Ride. She got some useful tips.

There will be a get together for Margaret Van Patten's retirement on October 20, 2024.

- XI. Adjournment. Motion to adjourn by Pam Fallesen, second by Frank Valchine. Carried. Meeting adjourned at 8:08 p.m.

Respectfully submitted,

Diane Natale