

**Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – November 13, 2024**

Present: Craig Maguire, President; Mary Schmutz, Mary Lou Carpinella, Frank Valchine, Nancy Howe, Library Director; John Klimachefsky, Donation Fund Treasurer, Dania Soud, Diane Natale

Excused: Mary Anne Williams, Pam Fallesen

Meeting called to order at 7:00 p.m. by Diane Natale.

- I. Disposition of minutes of October 9, 2024. Motion to accept minutes by Mary Lou Carpinella. Second Frank Valchine. Carried.
- II. Conflict of Interest. None.
- III. Treasurer's Report: Donation Fund. We must make at least one (1) transaction per year. Our 9-month CD will mature before then. At that time (March 2025) we will need to do something with that CD. Motion to accept Treasurer's report by Mary Lou Carpinella, second by Frank Valchine. Carried.
- IV. Bills: Donation Fund. Motion to accept by Mary Lou Carpinella, second by Frank Valchine. Carried
- V. Treasurer's Report: Public Fund. The parking lot did not cost \$86,000. The remainder of the money was used toward outside lights, cameras, etc. Motion to accept report by Frank Valchine, second by Mary Schumtz. Carried
- VI. Treasurer's Report: Donation Fund. Motion to accept by Frank Valchine, second by Mary Lou Carpinella. Carried
- VII. Bills: Public Fund. Motion to accept by Frank Valchine, second by Mary Schmutz. Carried.
- VIII. Public Comments. None.

IX. Old Business.

- A. Library Construction Grants. Nancy Howe, Library Director, is applying for a NYS Construction Aid grant to install a second charging station. Architect Phil Squadrito will submit paperwork to NYS department of Education. The cost is approximately \$25,000 but the grant will pay 90% and the library will pay the difference. The charging station we have now was put in with conduits for additional stations if needed. Motion to accept this project by Mary Lou Carpinella, second by Frank Valchine. Carried.
- B. Monthly Energy Use Review. Trending as usual.
- C. Policies. We do not remove any Facebook posts made on library pages. The sections on Social Networking and Collection Development were all okayed. Motion to accept by Mary Schmutz, second by Frank Valchine. Carried.

IX New Business

- A. Personnel Changes.
 - 1. Jacquie Owens has been promoted to Public Relations Librarian. Julia Polly will now take over as the Adult Services Librarian. Motion to accept by Mary Schmutz, second by Frank Valchine Carried.
- B. Trustee Position. At 7:35 p.m. a motion to enter executive session for an open trustee position, with the director staying in the meeting, was made by Mary Lou Carpinella. At 7:40 p.m. the secretary, Diane Natale was allowed back in. Liz Bates was granted temporary assignment for trustee to finish out Linda Clarkson's position until April 2025, when she will have to run again for trustee which is a five (5) year commitment.
- C. Human Resources Consultant. Tabled until next meeting.
- D. Holiday Schedule. Motion to accept by Mary Lou Carpinella, second by Frank Valchine. Carried.
- E. Tax Cap. Library will put a 2% tax cap from July 1, 2025-June 30, 2026. Motion to accept by Frank Valchine, second by Mary Lou Carpinella. Carried
- F. Christmas gifts. Tabled until next meeting.
- G. Other. Discussion about what to do to remember deceased trustees and others who have worked for the library. Possibly a plaque, in memoriam. Nancy Howe, Library Director and Mary Schmutz will look through the library to find a place to put it.

X. Director's Report.

- A. Accept Julia Polly as Adult Services Librarian. She will replace Jacquie Owens, who will be Public Relations Librarian. Both positions are effective on November 18, 2024.
- B. Accept the resignation of Margaret Bye, Librarian Assistant, effective 10-30-2024.
- C. Motion to adjust the programming budget line 7410-460-33-0000 by adding \$19,000 of the Magnarelli funds that were not spent in the 2023-2024 fiscal year. Motion to accept by Frank Valchine, second by Mary Schmutz. Carried.
- D. Add to policies. Health and Safety- Respiratory Disease Policy. Mary Schmutz had information that was discussed about respiratory disease. Motion to accept, with changes, by Mary Schmutz, second by Frank Valchine. Carried. This will become part of library policies.

XI Adjournment. Motion to adjourn at 8:36 p.m. by Frank Valchine, second by Mary Lou Carpinella.

Respectively submitted,
Diane Natale