

**Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – July 9, 2025**

PRESENT: Craig Maguire, President; Mary Lou Carpinella, Co-Vice President.; Mary Schmutz, Co-Vice President.; Liz Bates; Mary Anne Williams; Frank Valchine; John Klimachefsky, Donation Fund Treasurer; Nancy Howe, Library Director; Jacquie Owens, Communications Librarian; Dania Souid, Young Adult Librarian; Diane Natale, Secretary.

EXCUSED: Pam Fallesen

Friends of Baldwinsville Public Library. Courtney Gulick, the new President of Friends of the Library, joined the meeting as our guest. After briefly telling us about herself, Courtney reported that the Friends have donations made in honor of Peggy Bye, a former library employee and member of the Friends of BPL. The Friends are working with children's librarian KC Verhage to purchase toys with these funds. She also said that the group is looking for ideas for a large annual event. In addition, BPL board member Mary Lou Carpinella will remain the liaison to Friends of the Library.

- I. **Call to Order.** Meeting called to order at 7:03 p.m. by Diane Natale.
- II. **Conflict of Interest.**
 - A. **Sign Annual Statement.** Craig Maguire and Nancy Howe both signed the annual statement.
 - B. **Verbal Statement RE: Current Agenda.**
- III. **Oath of Office for Newly Elected Trustees.** Mary Schmutz and Liz Bates read the Oath of Office out loud, signed it, and Jacquie Owens notarized each one.
- IV. **Election of Officers**
 - **President.** Craig Maguire was unanimously re-elected as President of the Board.
 - **Co- Vice-Presidents.** Mary Lou Carpinella and Mary Schmutz were unanimously re-elected as Co-Vice-Presidents of the Board.
- V. **Organizational Details.**
 - A. **Monthly Meeting Night.** Motion for the second (2nd) Wednesday of each month to remain as the day of the Baldwinsville Public Library board meetings by Mary Schmutz. Second by Frank Valchine. Carried.
 - B. **Official Newspapers.** Motion to keep the Syracuse Post Standard and the Baldwinsville Messenger as the official newspapers by Frank Valchine. Second by Mary Schmutz. Carried.

C. Appoint Public and Donation Fund Treasurers.

- Motion for John Klimachefsky to remain Donation Fund Treasurer made by Liz Bates. Second by Mary Schmutz. Carried.
- Motion for Emily Hayes to remain Public Fund Treasurer made by Mary Anne Williams. Second by Frank Valchine. Carried.

D. Appoint Secretary. Motion for Diane Natale to remain board secretary made by Mary Schmutz. Second by Frank Valchine. Carried.

E. Appoint Attorney. Motion for Linda Cook to remain Baldwinsville Public Library Attorney made by Mary Lou Carpinella. Second by Frank Valchine. Carried.

F. Appoint Government Records Officer. Motion to appoint Dania Souid as Government Records Officer made by Mary Anne Williams. Second by Frank Valchine Carried.

VI. Disposition of Minutes on June 11, 2025. Motion to accept as written by Mary Schmutz. Second by Mary Lou Carpinella. Carried.

VII. Donation Treasurer's Report. Library Fund Balance as of June 1, 2025, was \$124,357.44. Donations of \$121.00 in unrestricted funds were received. An additional restricted \$250.00 was received from Friends of BPL. These funds are to be used only at the discretion of the BPL Board of Trustees. Interest and Dividends earned \$399.86. Library Fund Balance as of July 1, 2025, is \$125,128.30.

Donation balance as of July 1, 2025:

Seneca Checking Account:	\$14,328.02
Empower Savings Account:	\$28.70
Empower 15-month CD, matures 10/18/2025	\$55,267.51
Empower 15-month CD, matures 7/19/2026	<u>\$55,504.07</u>
Total:	\$125,128.30

Motion to accept Donation Fund Treasurer's report by Mary Anne Williams. Second by Mary Lou Carpinella. Carried.

VIII. Bills: Donation Fund. The following warrants were presented:

- Reading To Go (restricted): RTG Cart \$104.98
- Setla Food Fund (restricted): Food for May author event \$92.56
- Dollhouse Fund (restricted): Vacuum Cleaner \$45.99
- Children's Area Renovation (restricted): Safety items \$91.98

Motion to approve warrants by Mary Anne Williams. Second by Liz Bates. Carried.

IX. Treasurer's Report-Public Fund. (Cycle 12). Motion to approve Cycle 12 by Mary Anne Williams. Second by Liz Bates. Carried.

X. **Bills-Public Funds.** Motion to pay the last of the 2024-2025 budget bills by Liz Bates. Second by Mary Lou Carpinella. Carried.

XI. **Public Comments.** None

XII. **Old Business**

A. Updates

1. Library Construction Aid Grants.

- Nancy Howe submitted the NYS Construction Aid FS-10-f paperwork for the parking lot grant on June 26, 2025. The library will receive the last 10% of the grant once the paperwork is processed.
- Mary Lou Carpinella suggested the driveway needed repaving. Craig Maguire explained that if that was done then new lines would have to be repainted. He suggested that the cracks could be resealed. The driveway was last paved in 2021. There was also discussion about repainting the arrows and possibly putting an “Entrance Only” sign on Virginia Street. There are Exit and Stop signs on Albert Palmer Lane. Nancy Howe will get pricing for this work; however, the 2026-27 Construction Aid Grant will not pay for this as we are submitting paperwork for a new cooling tower.

2. Monthly Energy use review. Trending as it has been. Watts are up because we are using air conditioning for cooling.

3. Budget Transfers. The following budget transfers to the 2025-26 BPL budget were presented:

Budget Line Taken From	Amt taken	Budget Line Added to	Amt Added
Equipment	(3,000.00)	Digital	
Data Base	(23,000.00)	Digital	
Equipment Repair	(3,000.00)	Digital	
Telephone	(2,000.00)	Digital	
Education & Training	(4,000.00)	Digital	
Recordings	(18,000.00)	Digital	
Serials	(3,000.00)	Digital	

Books	(10,000.00)	Digital	
		Digital	66,000.00
Programming	(2,030.00)	Insurance	1,230.00
		Licenses	800.00
	<u>(68,030.00)</u>		<u>68,030.00</u>

Motion to approve the following budget transfers by Mary Anne Williams.
Second by Frank Valchine. Carried.

XIII. New Business

- A. Petty Cash, Syracuse Post Standard, and Postage Asset Account.** All accounts have been steady for the past year. Motion to accept the current amounts for 2025-26 by Liz Bates. Second by Mary Anne Williams. Carried.
- B. Purchasing Agents.** Motion to accept the purchasing agents by Mary Lou Carpinella. Second by Liz Bates. Carried.
- C. Year- End Budget Transfers.** \$10,503.00 to be transferred from the 2024-25 LLSA grant to the 2025-26 programming budget. Motion to accept year-end budget transfer by Mary Anne Williams. Second by Frank Valchine. Carried.
- D. Personnel.** Angela Cummings has been promoted from a student page to an adult page, replacing Rosemary Owens. Her pay will remain at \$15.50/hour. Motion to accept by Mary Lou Carpinella. Second by Mary Anne Williams. Carried.
- E. Emergency Contacts.** Motion to maintain current emergency contacts by Mary Lou Carpinella. Second by Mary Anne Williams. Carried.
- F. Strategic Planning.** This needs to begin in fall 2025. A committee of board members and staff will be chosen. Input will be received from staff and the public. Nancy will get a quote for a consultant to help with this process, should we feel hiring one is beneficial.
- G. Photocopier Lease Renewal.** The library can renew the current three Canon copiers for an additional two years for \$458.83 per month (savings of \$40/month). A second option is to lease new Kyocera new copiers in December (when our lease with Canon expires) for \$413.68 per month. Nancy Howe, Pat Baum, Robert Loftus, and Dania Souid will visit NOPL North Syracuse to look at the Kyocera copiers and talk with the staff.
- H. Fee Limits for Missing Items.** Nancy Howe proposed a \$20 limit on patrons' cards before they would not be able to take out materials. This limit will be in

effect system-wide beginning on October 1, 2025. Motion to accept by Mary Lou Carpinella. Second by Frank Valchine. Carried

- I. **Trustee Training.** Trustee training will be in September 2025. The yearly sexual harassment training will take place at the November 2025 board meeting.

XIV. Director's Report.

- Nancy Howe, Dania Soud, Jacquie Owens, and Mary Anne Williams are among those concerned with safety for pedestrians and motorists in Baldwinsville. The *Slow Down, Look Around, Keep B'ville Safe* campaign was launched at a meeting on June 18th. There will be more information to follow in the upcoming months.
- On behalf of the library board, Mary Schmutz sent Mr. Kulba a letter regarding his request to place benches on library property adjacent to East Genesee Street. While the library has rejected his request, the letter did give suggestions for alternate sites in the village.

- XV. **Adjournment.** Motion to adjourn by Liz Bates. Second by Mary Schmutz. The Board adjourned at 8:47 p.m.

Respectively Submitted,

Diane Natale, Secretary