

**Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – October 8, 2025**

PRESENT: Craig Maguire, President; Mary Lou Carpinella, Co-Vice President; Mary Schmutz, Co-Vice President.; Liz Bates; Pam Fallesen; Frank Valchine, John Klimachefsky, Donation Fund Treasurer; Nancy Howe, Library Director.

EXCUSED: Mary Anne Williams; Diane Natale, Secretary.

Visitor: Patricia Baum, BPL Bookkeeper.

- I. **Call to Order.** The meeting was called to order at 7:12 pm.
- II. **Disposition of Minutes on September 10, 2025.** Motion to accept the minutes as written by Mary Lou Carpinella. Second by Mary Schmutz. Carried.
- III. **Conflict of Interest.** None.
- IV. **Donation Treasurer's Report.** Library Fund Balance as of September 1, 2025, was \$131,800.38. Two unrestricted donations were received:
 - Kathryn Donnelly in memory of Elaine Kelsey -\$25.00
 - William Neer in memory of James Slenker -\$50.00

Withdrawal for payment of \$21.56 for Warrant 2025-2026 #3 (paint supplies for Computer Lab Renovation). Interest and Dividends earned \$402.32. Library Fund Balance as of October 1, 2025, is \$132,258.14

Donation balance as of October 1, 2025:

Seneca Checking Account:	\$20,222.57
Empower Savings Account:	\$28.73
Empower 15-month CD account at 4.50% APR, matures 10/18/2025	\$55,883.82
Empower 15-month CD account at 4.50% APR, matures 7/19/2026	<u>\$56,123.02</u>
Total:	\$132,258.14

Motion to accept Donation Fund Treasurer's Report by Frank Valchine. Second by Pam Fallesen. Carried.

- V. **Bills: Donation Fund.** The following warrant was presented:
 - Computer Lab Renovation Fund (restricted): furniture **\$4897.16**

Motion to approve the warrant by Mary Schmutz. Second by Mary Lou Carpinella. Carried.

Two additional items:

- John Klimafchefsky reported that the 15-month Empower CD is maturing on 10/18/2025. After a brief discussion, Liz Bates moved that the CD be locked in at 3.44% for 24 months at Empower. Second by Frank Valchine. Carried.
- Nancy Howe requested that the \$291.68 in donation funds restricted for food be used to feed the 35 authors presenting at BPL's 9th Annual Local Author Meet & Greet on 10/18/2025. Pam Fallesen moved that the board honor this request. Second by Frank Valchine. Carried.

VI. **Treasurer's Report-Public Fund.** No questions. Mary Lou Carpinella moved to accept the Public Fund Report – Cycle 3. Second by Frank Valchine. Carried.

VII. **Bills: Public Fund.** No questions. Motion to pay Bills Payable (date October 8, 2025) by Mary Schmutz. Second by Mary Lou Carpinella. Carried.

VIII. **Public Comments.** Nancy gave a brief report on behalf of the Friends of the Library:

- \$150 was made at the Erie Canal Bicentennial event on PaperMill Island on October 3, 2025. Custom-made mousepads and raffle tickets for a Halloween prize were sold.
- 23 people have signed up for the Mah Jongg Tournament on October 26th. There is still time to sign up. Registration is \$35.
- Holiday wrapping fundraiser on December 18 & 22 from 5-8 pm. Bring your holiday gifts and let the Friends wrap them for you!
- Savings account: \$5,815.98. It was decided to put all but \$2500 into a CD.
- Checking account: \$1,689.91
- CD (matures in 2/2026): \$10,036.23

IX. **Old Business**

A. Monthly Energy Use Review. Craig pointed out some changes in energy use, possibly due to the unusually warm September.

B. Card Fees Reminder. As of October 1st patrons may accrue up to \$20 in fees on a library card before it is frozen. Staff are currently rewriting the brochure "*What Every Patron Should Know*" which is given to new card holders; this information will be included. Mary Lou asked if the collection agency fee (when applicable) is included in this \$20 threshold. Nancy will check and report back in November.

C. Assemblyman Lemondes Grant. Nancy received word that we did not receive a grant for a new microfilm/microfiche reader.

X. **New Business**

A. **Personnel.**

- Motion to accept resignation of Emmett Ranous, effective 9/24/25, by Liz Bates. Second by Mary Schmutz. Carried.
- Motion to accept resignation of Katie Wilburn, effective 1/17/2024, by Pam Fallesen. Second by Frank Valchine. Carried. Note: Katie Wilburn left for college in January 2024. At the time, it was assumed that she would return as a substitute when on vacation from school. This did not happen, and she will not be returning.

B. 2025 General Election. The next general election will take place on Tuesday, November 4, 2025. Set up in the Community Room for polling will begin after 12 pm on November 3, 2025. Jim Beardsley will arrive by 4:30 am to let poll workers in at 5 am. Nancy Howe will stay past 9 pm to lock the building once workers have finished.

C. Trustee Training. Amanda Schiavulli, OCPL Coordinator for Member Services, will be joining us at 5:30 pm on Wednesday, November 12th, for trustee training. She will go over the processes and services provided by OCPL to all member libraries. Pizza and salad will be served; the monthly board meeting will begin at 7 pm.

D. Staff Development Day (11/11/25). The tentative schedule is included in this month's Director's Report. Nancy Howe requested that the board use the \$250 in trustee fund to pay for lunch that day. Frank Valchine moved to approve the request. Second by Liz Bates. Carried.

XI. **Director's Report.**

- In this month's Director's Report, Nancy Howe reported that the library will begin using the Ingram Content Group for print material purchases. Staff had online training this afternoon (October 8, 2025). Current vendor, Baker & Taylor, announced today that they are going out of business at the end of 2025.
- Nine cardboard dumpsters were filled by the community at today's Electronic Recycling Day at BPL. Bob Loftus headed up this annual event and plans to hold two events next year - spring and fall.

XII. Adjournment. Motion to adjourn by Frank Valchine. Second by Mary Schmutz. The Board adjourned at 8:36 p.m.

Respectively Submitted,

Pamela Fallesen, Trustee