

**Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – November 12, 2025**

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

Visitors: Pat Baum, BPL Bookkeeper; Courtney Gulick, President, Friends of the Library

- I. **Call to Order.** Call to order at 7:00 pm by Diane Natale, Secretary.
- II. **Disposition of Minutes on October 8, 2025.** Motion to accept the minutes by Mary Schmutz. Second by Pam Fallesen. Carried.
- III. **Conflict of Interest.** None.

Courtney Gulick, President, Friends of the Library.

- The October fund raiser, a Mah Jongg Tournament, brought in \$1341.56. There were 40 people at the tournament. She said Friends hopes to have four (4) fund raisers during the year.
 - In December, they will be offering holiday gift wrapping to the community. They hope to use Baker H.S. students to help. This will be offered on December 18th and 22nd. Friends needs donations of wrapping paper, tape, bows, bags, etc...
 - In 2026, they will offer “Parents Night Out”, in conjunction with restaurant week.
 - Courtney also said that Friends will donate up to \$500 for a new Christmas tree for the library this year.
 - Friends will continue with their “Baskets to Raffle” for the library.
- IV. **Treasurer’s Report: Donation Fund.** Library Fund Balance as of October 1, 2025, was \$132,258.14. No new donations were received.

Withdrawal for payment of \$4897.16 for warrant #4, 2025-2026 for computer lab furniture. Interest and Dividends earned \$398.25. Library Fund Balance as of November 1, 2025, is \$127,759.23

Seneca Checking Account:	\$15,325.41
Empower Savings Account:	\$ 28.74
Empower 24-month CD account at 3.50% APR, matures 10/20/2027	\$56,071.95
Empower 15-month CD account at 4.50% APR, matures 7/19/2026	<u>\$56,333.13</u>
Total:	\$127,759.23

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

V. Bills: Donation Fund.

- Nancy Howe requested that the last \$291.68 from the restricted Setla (Food) Fund be used to pay for the October 18, 2025, Annual Author Meet & Greet. These funds will reimburse the library for providing lunch for the 35 authors.
- Nancy Howe requested that the Board use the \$250.00 Trustee Discretionary fund and an additional \$122.87 in unrestricted funds to reimburse the library for providing lunch on Staff Development Day (November 11, 2025). Motion to approve these donations by Pam Fallesen. Second by Liz Bates. Carried.

VI. Treasurer's Report-Public Fund. Pat Baum distributed a one-page sheet summarizing the salary budget as we approach the half year mark. She explained that we are well within our budgeted amount, even with minimum wage increasing on January 1, 2026. No questions. Motion to accept Cycle #4 by Mary Anne Williams. Second by Mary Lou Carpinella. Carried.

VII. Bills: Public Fund. Motion to pay the bills pending by Mary Anne Williams. Second by Liz Bates. Carried.

VIII. Public Comments. None

IX. Old Business

A. Monthly Energy Use Review. Energy use is still trending.

B. Staff Development Day. The day went very well, and everyone was pleased with the topics covered. There will be a survey distributed in the next week. Nancy Howe will share the results at the December board meeting. Highlights included:

- Lisa Matte (Jervis Public Library) discussed disaster preparedness, based on her experiences when a tornado hit Rome, New York in 2024.
- Dania Souid and David Wortz explained the new digital spreadsheet that will be used to count the number of reference, computer, and general information questions answered by staff all public service desks. This data is reported to NYS Department of Library Development each year.

C. Learning Center Update. The Learning Center is being used. Nancy Howe will contact Bob Clarkson for his and his daughter's availability to attend a ceremony.

X. New Business

A. Personnel.

- Motion to accept resignation of Megan McDaniels, substitute librarian, effective 10/09/25, by Mary Lou Carpinella. Second by Liz Bates. Carried.
- Motion to accept the resignation of Jacquie Owens, Communications Librarian, effective 12/18/25, made by Mary Schmutz. Second by Frank Valchine. Carried.

B. The Board of Trustees went into executive session at 7:45 p.m. to discuss a personnel matter. The Board left executive session at 7:53 p.m. There were no motions made; Nancy Howe was providing information about an on-going matter.

C. 2026 Holiday Schedule. Motion to accept holiday the 2026 holiday schedule as presented by Mary Anne Williams. Second by Frank Valchine. Carried.

D. Tax Cap Resolution. Motion to accept the resolution allowing the 2026-2027 proposed budget to exceed the 2% tax cap made by Pam Fallesen. Second by Frank Valchine. Carried.

E. Holiday Gifts. Board voted for \$50 gift certificates be given to Mary Crego, Frank Klimachefsky and Diane Natale. Motion to accept by Pam Fallesen. Second by Liz Bates. Carried.

F. Yearly Sexual Harassment Training. All in attendance watched the NYS Sexual Harassment Prevention Training video.

XI. Director's Report.

- Nancy Howe attended OCPL's *Know Your Rights* webinar put on by the New York Immigration Coalition on October 17, 2025. Presented was information about dealing with ICE agents. Take-aways included:
 - You have the right to remain silent.
 - You can refuse body searches.
 - You can refuse searches of your home and private areas in the workplace (such as Staff Only areas of the library) UNLESS a **valid and signed** judicial warrant is produced and signed by a judge.
- In addition to yearly sexual harassment training, all staff must take right-to- know and bloodborne pathogens training.

XII. Adjournment. Motion to adjourn by Pam Fallesen. Second by Mary Schmutz. The Board adjourned at 8:30 p.m.

Respectively Submitted,

Diane Natale, Secretary