

**Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – December 10, 2025**

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

Excused: Pam Fallesen.

Friends of Baldwinsville Public Library. Courtney Gulick, president of Friends of the Library, reported the following:

- On December 18 and 22, 2025, Friends will be offering gift wrapping as a fund raiser. It will be held in the Community Room. They are looking for volunteers from Baker High School to help. They need wrapping paper, bows, gift bags, tape, labels, etc.
- Friends is looking for a new secretary. Former secretary, Jerry Trexler, is now the vice-president.

- I. **Call to Order.** Meeting called to order at 6:15 p.m. by Diane Natale.
Nancy Howe suggested permanently moving the start time of the board meetings from 7 pm to 6 pm. Motion to adopt the change by Frank Valchine. Second by Liz Bates. Carried.
- II. **Disposition of Minutes on November 12, 2025.** Motion to accept minutes as written by Mary Schmutz. Second by Mary Anne Williams. Carried.
- III. **Conflict of Interest.** None.

IV. Donation Treasurer's Report.

Library Fund Balance as of November 1, 2025, was \$127,759.23. Three unrestricted donations were received:

- \$50.00 from James and Susan Mone
- \$40.00 from the Scrapbooking Group
- \$500.00 from Karen Glover

One withdrawal for payment: \$654.55 for Warrant 2025-2026 #5 (food for the 2025 Fall Author program and food for Staff Development Day). Interest and Dividends earned \$362.84. Library Fund Balance as of December 1, 2025, is \$128,047.52.

Accounts breakdown as of December 1, 2025:

Seneca Checking Account	\$15,250.86
Empower Savings Account	\$28.75

Empower 24-month CD account at 3.50% APR,
 matures 10/30/2027 \$56,230.70

Empower 15-month CD account at 4.50% APR,
 matures 7/19/2026 \$56,537.21

Total: \$128,047.52

Motion to accept Donation Fund Treasurer's Report by Mary Anne Williams. Second by Frank Valchine. Carried.

V. Bills: Donation Fund.

- Dinner was ordered for this evening's meeting because trustee training was scheduled. The speaker cancelled at the last minute due to a family emergency. Nancy Howe requested that the meal for this evening's early meeting be paid for with unrestricted funds. Motion to pay \$68.00 for pizza and salad by Frank Valchine. Second by Mary Lou Carpinella. Carried. A warrant will be submitted at the January 2026 meeting.
- Warrant 2025-2026 #6 for three Christmas gift cards, discussed at the November board meeting, was submitted. The amount is \$150. The check will be made out to Suzanne McCarthy, who purchased these items on behalf of the Board.

VI. Treasurer's Report-Public Fund. (Cycle 5). No questions or comments. Motion to approve Cycle 5 by Mary Schmutz. Second by Frank Valchine. Carried.

VII. Bills-Public Funds. No questions or comments. Motion to pay bills by Mary Anne Williams. Second by Frank Valchine. Carried.

VIII. Public Comments. None

IX. Old Business

A. Updates

- Monthly energy use is trending per usual.

X. New Business

A. Personnel.

- Motion to accept the resignation of Anthony Breckenridge by Mary Schmutz. Second by Mary Lou Carpinella. Carried.
- Motion to appoint Joan Robson, page, effective 12/1/25 at a salary of \$15.50 per hour by Mary Schmutz. Second by Liz Bates. Carried.
- **Public Relations Specialist.** Upon on the resignation of Communications Librarian, Jacque Owens, and after discussion with senior library staff, Nancy Howe is requesting that a public relations

specialist be hired to replace Jacquie. This is a full time, civil service position. Responsibilities will include experience with various social media platforms, submitting news articles and press releases, creating a monthly library newsletter/calendar of events and overseeing the redesign of the library's website. Motion to accept this change by Mary Schmutz. Second by Mary Lou Carpinella. Carried.

- **Minimum Wage.** Motion to comply with the law and raise minimum wage as of January 1, 2026, by Mary Lou Carpinella. Second by Liz Bates. Carried.
- Nancy Howe was pleased to announce that having successfully scored high on the civil service examination, Dania Souid is eligible for promotion to Assistant Director II. Motion to accept Dania Souid as Assistant Director II by Liz Bates. Second by Frank Valchine. Carried.

X. Director's Report. No questions or comments.

XI. Adjournment. Motion to adjourn by Liz Bates. Second by Mary Anne Williams. The Board adjourned at 7:16 p.m.

Respectively Submitted,

Diane Natale, Secretary