

**Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – July 8, 2026**

PRESENT: Craig Maguire, President; Mary Lou Carpinella, Co-Vice President; Mary Schmutz, Co-Vice President; Liz Bates; Mary Anne Williams; John Klimachefsky, Donation Fund Treasurer; Nancy Howe, Library Director; Dania Souid, Assistant Director; Erin Cassidy, Outreach and Marketing Coordinator; Diane Natale, Secretary.

Excused: Pam Fallesen, Frank Valchine.

Visitor: Cynthia Baxter, Notary.

- I. Call to Order.** Meeting called to order at 6:09 p.m. by Diane Natale.
- II. Conflict of Interest.** None.
- III. Oath of Office for Newly Elected Trustees.** Cynthia Baxter, Notary, gave the oath of office to Craig Maguire, President and Mary Lou Carpinella, Co-Vice President.
- IV. Election of Officers.**
 - A. President.** Motion to appoint Craig Maguire as President of the BPL Board by Liz Bates. Second by Mary Anne Williams. Carried.
 - B. Vice-President.** Motion to appoint Mary Lou Carpinella as Co-Vice President by Mary Schmutz. Second by Liz Bates. Carried
- V. Organizational Details.**
 - A. Monthly Meeting Night.** Motion to continue to keep our monthly meeting night, the second (2nd) Wednesday of each month at 6 pm by Liz Bates. Second by Mary Schmutz. Carried.
 - B. Official Newspapers.** Motion to appoint *The Messenger* and *The Syracuse Post Standard* as our official newspapers by Mary Lou Carpinella. Second by Mary Anne Williams. Carried.
 - C. Appoint Public and Donation Fund Treasurers.**
 - Motion to appoint John Klimachefsky as Donation Fund Treasurer by Liz Bates. Second by Mary Schmutz. Carried.
 - Motion to appoint Emily Hayes, Baldwinsville Central School District as Public Funds Treasurer by Mary Anne Williams. Second by Mary Lou Carpinella. Carried.

D. Appoint Secretary. Motion to appoint Diane Natale as Secretary by Liz Bates. Second by Mary Schmutz. Carried.

E. Appoint Attorney. Motion to appoint Robert Germaine as the BPL's Attorney by Mary Anne Williams. Second by Mary Lou Carpinella. Carried.

F. Appoint Government Records Officer. Motion to appoint Dania Souid as Government Records Officer by Liz Bates. Second by Mary Schmutz. Carried.

VI. Disposition of Minutes of June 10, 2026. Motion to accept minutes as written by Mary Schmutz. Second by Mary Lou Carpinella. Carried.

VII. Donation Treasurer's Report.

Library Fund Balance as of June 1, 2026: **\$141,408.82**

Donations received:

- Scrapbook Group: **\$35.00 (unrestricted)**
- IPMS/Syracuse Modeling Club: **\$200.00 (unrestricted)**

Dividends & Interest earned: **\$371.33**

Library Fund Balance as of July 1, 2026: **\$142,015.15**

Accounts breakdown

Seneca Checking Account	\$26,620.26
Empower Savings Account-to open account	\$ 28.82
Empower 24-month CD account at 3.50% APR, matures 10/30/2027	\$57,365.46
Empower 15-month CD account at 4.50% APR, matures 7/19/2026	<u>\$58,000.61</u>
Total	\$142,015.15

After a brief discussion, with information provided by John Klimachefsky, the Board voted to roll over the 15-mo. CD account at 4.50% APR, maturing on 7/19/2026 to a new 6 mo. CD account at Seneca Savings, where the rate will now be 4.00% APR. Motion to accept transferring this CD account to Seneca Savings by Mary Schmutz. Second by Mary Lou Carpinella. Carried.

Note: A 6-month CD was chosen because we are replacing our 30-year-old cooling tower this fall (estimated cost: \$225,000). We are anticipating a NYS

Construction Aid grant to defer costs (approximately 75%), but we need to have funds available to pay some expenses prior to receiving reimbursement from NYS.

Motion to accept Donation Fund Treasurer's Report by Liz Bates. Seconded by Mary Schmutz. Carried.

VIII. Bills: Donation Fund. None.

IX. Treasurer's Report:Public Fund. Cycle 12 report was explained showing Trial Balance, Budget and Status Report, Checking Accounts, and Savings Account Summaries. Motion to approve Cycle 12 as reported by Mary Anne Williams. Second by Mary Lou Carpinella. Carried.

X. Bills:Public Funds. Motion to pay the Warrants for July 8, 2026, minus National Grid bill because it had not been posted yet, by Mary Anne Williams. Second by Liz Bates. Carried.

XI. Public Comments. None

XII. Old Business

A. Library Construction Grants. We are awaiting payment for the last 10% of the 2025-26 NYS Construction Aid Grant (charging station). This is approximately \$1600.00

B. Monthly energy use review. Trend lines are a little better, but costs have soared.

XIII. New Business

A. **Petty Cash-Postage Asset Account.** Motion to have \$250 in this account by Mary Schmutz. Second by Mary Lou Carpinella. Carried.

B. **Purchasing Agents.** Motion to accept these agents by Liz Bates. Second by Mary Lou Carpinella. Carried

C. **Emergency Contacts.** Motion to again appoint Craig Maguire, Nancy Howe and Sharon Burton as emergency contacts by Mary Anne Williams. Second by Mary Lou Carpinella. Carried.

D. **OCPL Artificial Intelligence Policy.** Nancy will send the policy to the board for review. Discussion and vote at August board meeting.

XIV. Director's Report.

A. Personnel.

- Accept the resignation of Bonnie Kisselstein, Local History Librarian, effective July 6, 2026.
- Accept resignation of Isabella DeStefano, page, effective July 11, 2026
- Accept the resignation of Suzanne McCarthy, Typist 2, effective, July 23, 2026.

B. Erin Cassidy, Outreach and Marketing Coordinator, presented *Website Statistics Overview: Monthly Quantitative Feedback*. Highlights included:

- a. **Website statistics:** The new site is very popular and well received.
- b. **Online Library Calendar:** Looking at software provided by OCPL that is less expensive than Library Calendar, our current software. Savings of approximately \$3000 (if functionality is similar).
- c. **New Books Display:** The previous website used WOWbrary to highlight new acquisitions. Erin is looking into Biblio Commons, which is easier to use and would work better with our new site.
- d. **Google Analytics via Site Kit:** Erin will be using this to monitor statistics such as number of visitors, number of new visitors, total clicks, and top 10 search queries.
- e. **Expanded Google Analytics & Google Search Console:** These tools provide information such as where our active users come from (by city), what websites link to our website, and which pages are the top linked pages (external).

XV. Adjournment. Motion to adjourn by Liz Bates at 7:30 p.m. Second by Mary Anne Williams.

Respectively Submitted,

Diane Natale, Secretary