gates public library

Board of Trustees
September 20, 2023

Present: Wendy Heffer, President; Melanie Savidis; Theresa May; Mike Kelly; Evan Engelbrecht; Jennifer Erler-Perry, Library Director; Mike Boedicker, Assistant Library Director; and Andrew Loughlin, Town Councilman

Absent: Cathy Rappazzo, Vice President; Katie Muscato, Secretary; Miriam Rivera and Kathleen Plum

1. **Call to Order/Pledge of Allegiance/President's Comments:** Wendy Heffer, President called the meeting to order at 6:05 PM with the Pledge of Allegiance.

2. **Guest/Public Comments:** None

3. **Town Councilman's Comments:** Councilman Loughlin mentioned that he provides library highlights to the Town Board during their meetings. He also mentioned that the police department has created a special patch for childhood cancer awareness and they have been passing them out to groups and individuals to help raise awareness of childhood cancer. Additionally, Amazon has a hiring event on Friday, 9/22 at the Italian American Community Center.

4. **Action Items:**
   a. **Agenda Changes:** Agenda was amended to move the Policies report to follow the Action Items.

   b. **Motion to Approve Minutes:** A motion to approve the July 19, 2023 minutes was made by Trustee May and seconded by Trustee Savidis and carried unanimously.

   c. **Personnel Report:** A motion to approve the July and August 2023 Personnel Reports was made by Trustee Kelly, seconded by Trustee May and carried unanimously.

   d. **2024 Hours of Service/Closing Schedule:** A motion to approve the Gates Public Library 2024 Hours of Service/Closing Schedule was made by Trustee May, seconded by Trustee Kelly and carried unanimously.

   e. **2024 Library Board Meeting Dates:** A motion to approve the Gates Public Library 2024 Library Board Meeting Dates was made by Trustee May, seconded by Trustee Savidis and carried unanimously.

   f. **Food for Fines:** A motion to approve Food for Fines was made by Trustee Savidis, seconded by Trustee Engelbrecht and carried unanimously.

g. **NYLA Conference Attendance:** A motion to approve the two Children's librarians to attend the NYLA Conference in Saratoga Springs was made by Trustee May, seconded by Trustee Savidis and carried unanimously.

h. **Barring Policy, Faxing Policy, Materials Selection and Availability Policy and Staff Development Policy:** A motion to approve the revised Barring Policy, Materials Selection and Availability Policy and Staff Development Policy was made by Trustee Engelbrecht, seconded by Trustee Savidis and carried unanimously.

5. **Financial Review:**
   a. A motion to approve the July and August 2023 Year-to-Date Report was made by Trustee May, seconded by Trustee Kelly and carried unanimously.

   b. Motion to approve Bills to Be Paid: A motion to approve August Claims #150-181, Accounts payable Claims #26608-26609, 26629-26636, 26657-26663, and Funds Transfers of Payrolls 15 and 16 for a total of $189,356.13 was made by Trustee Savidis, seconded by Trustee May and carried unanimously. A motion to approve September Claims #182-219, Accounts payable Claims #26664-26669, 26683-26685, and Funds Transfers of Payrolls 17, 18, and 19 for a total of $204,527.05 was made by Trustee Savidis, seconded by Trustee May and carried unanimously.

6. **Reports:**
   a. **Long Range Plan:**

      a. <u>User Experience</u>: Working on second floor to make the space more functional. A jobs bulletin board was recently hung. Some shelving is going to be removed to create a lounge area.

      b. <u>Advocacy and Funding</u>: No highlight mentioned.

      c. <u>Commitment to the Community</u>: Recently had the mobile mammogram unit at the library. During the month of September, we are collecting needed items for Lollypop Farm.

      d. <u>Programs</u>: The Kids Clothing Exchange will take place in October. Retro Game Day is a new program that will be held on October 6th. The Programming Committee continues to work on planning programming for the solar eclipse in April 2024.

      e. <u>Marketing</u>: The Marketing committee toured the library to evaluate signage and possible areas of improvement.

      f. <u>Technology</u>: Tech staff were able to figure out how to reroute print release jobs from the public copier to the copier in the back office allowing us to serve our patrons effectively when the public copier is in use and unavailable for releasing print jobs.

   b. **Director's Statistical Report:** Nothing of note.

   c. **Private Money Monthly Reports**: Nothing of note.

   d. **Staff Highlights**: The July and August staff highlights are included in the packet. Please review at your convenience.

7. **Items for Board Discussion:**
   a. **Board Committees**

      a. Friends Report: The annual ice cream social was paired with the luau this year and was well attended.

      b. Facilities/Operations report: The sidewalk in front of the library needs replacing and will occur soon. Additionally, elevator maintenance is needed and is in the process of being scheduled.

      c. Finance report: Director Erler-Perry provided shared a copy of the preliminary 2024 budget with the Trustees.

      d. Nominating report: Advertising will begin in early October for the two openings on the board in 2024. Interviews for potential Trustees will be in late November/early December.

      e. Personnel report: No report

      f. Policies report: Revisions to the following policies were made by the Policy Committee and presented to the board for approval (See Action Items 4h).
         1. Barring Policy, including revised Code of Conduct
         2. Faxing Policy
         3. Materials Selection and Availability Policy, with reconsideration form
         4. Staff Development Policy

8. **Other Business:** None.

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee Kelly, seconded by Trustee May; motion carried unanimously. Meeting adjourned at 7:15 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary