



Board of Trustees

October 18, 2023

Present: Cathy Rappazzo, Vice President; Katie Muscato, Secretary; Melanie Savidis; Theresa May; Mike Kelly; Evan Engelbrecht; Kathleen Plum; Jennifer Erler-Perry, Library Director; and Andrew Loughlin, Town Councilman

Absent: Wendy Heffer, President; Miriam Rivera; and Mike Boedicker, Assistant Library Director

1. **Call to Order/Pledge of Allegiance/President's Comments:** Cathy Rappazzo, Vice President called the meeting to order at 6:00 PM with the Pledge of Allegiance.
2. **Guest/Public Comments:** Guest staff member, Megan Pyykkonen, Communications Clerk, shared with the board her many and varied job duties.
3. **Town Councilman's Comments:** Councilman Loughlin mentioned that the Town held a budget workshop on Monday, October 16, 2023 on the 2024 Budget. The Town Board will vote on the budget at the next Town Board meeting on November 8, 2023. Trunk or Treat will be held on October 29, 2023 from 2-4 PM at Memorial Park. The Veteran's Day Service will be held on Friday, November 10, 2023, 10:30 AM – 12:00 PM at the Gates Town Hall. Councilman Loughlin also mentioned that there will be a parade downtown for Veteran's Day.
4. **Action Items:**
 - a. **Agenda Changes:** A motion was made to add guest staff member, Megan Pyykkonen to the agenda by Trustee Plum, seconded by Trustee May and carried unanimously.
 - b. **Motion to Approve Minutes:** A motion to approve the September 20, 2023 minutes was made by Trustee May and seconded by Trustee Savidis and carried unanimously.
 - c. **Personnel Report:** A motion to approve the September 2023 Personnel Reports was made by Trustee Muscato, seconded by Trustee Engelbrecht and carried unanimously.
5. **Financial Review:**
 - a. A motion to approve the September 2023 Year-to-Date Report was made by Trustee Savidis, seconded by Trustee Kelly and carried unanimously.
 - b. **Motion to approve Bills to Be Paid:** A motion to approve September Claims #220-268, Accounts payable Claims #26494, 26628, 26686-26690, 26713-26716, Benefits Transfers and Funds Transfers of Payrolls 20 and 21 for a total of \$220,138.24 was made by Trustee May, seconded by Trustee Plum and carried unanimously.

6. Reports:

a. Long Range Plan:

a. Advocacy and Funding: No highlight mentioned.

b. Commitment to the Community: Our Fall Kids Clothing Exchange will take place on October 21, 2023.

c. Programs: We are teaming up with the Recreation Department and Total Sports Experience for the 2024 solar eclipse.

d. Marketing: This week is National Friends of the library week.

e. Technology: No highlight mentioned.

f. User Experience: The newspaper and magazine shelving has been reorganized.

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

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

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

7. Items for Board Discussion:

a. Board Committees

a. Friends Report: Nothing to report

b. Facilities/Operations report: The sidewalk in front of the library has been replaced

c. Finance report: The Library's 2024 Budget was discussed. A special meeting will be schedule to further discuss the 2024 Budget.

d. Nominating report: The Nominating Committee has not received any applications to date.

e. Personnel report: Nothing to report

f. Policies report: Nothing to report

8. Other Business: None.

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee May, seconded by Trustee Kelly; motion carried unanimously. Meeting adjourned at 6:54 PM.

Respectfully submitted,

Brenda Bialaszewski

Recording Secretary