



Board of Trustees

November 15, 2023

Present: Wendy Heffer, President; Cathy Rappazzo, Vice President; Theresa May; Miriam Rivera; Mike Kelly; Jennifer Erler-Perry, Library Director; Mike Boedicker, Assistant Library Director and Andrew Loughlin, Town Councilman

Absent: Katie Muscato, Secretary; Melanie Savidis; Evan Engelbrecht and Kathleen Plum

1. **Call to Order/Pledge of Allegiance/President's Comments:** Wendy Heffer, President called the meeting to order at 6:10 PM with the Pledge of Allegiance.
2. **Guest/Public Comments:** Guest staff member, Melanie Heywood, Senior Library Clerk for Circulation Services, shared with the board her many and varied job duties.
3. **Town Councilman's Comments:** Councilman Loughlin mentioned that the 2024 Town budget passes at the last Town Board meeting. Lots of activity in the Town; Trunk or Treat event, Veteran's Day ceremony, Gobble Wobble and Wreaths Across America.
4. **Action Items:**
 - a. **Agenda Changes:** Add assignment of signing of bills to be approved before the December meeting. A motion was made to adopt the agenda with the aforementioned addition by Trustee May and seconded by Trustee Kelly and carried unanimously.
 - b. **Motion to Approve Minutes:** A motion to approve the October 18, 2023 minutes was made by Trustee Rappazzo and seconded by Trustee Rivera and carried unanimously. A motion to approve the October 25, 2023 minutes was made by Trustee May and seconded by Trustee Rappazzo and carried unanimously.
 - c. **Personnel Report:** A motion to approve the October 2023 Personnel Reports was made by Trustee Kelly, seconded by Trustee May and carried unanimously.
 - d. **Meeting Date Change:** A motion to change the December 2023 and 2024 library board meeting to the from the third Wednesday each month to the fourth Wednesday each month was made by Trustee May and seconded by Trustee Rappazzo and carried unanimously.
5. **Financial Review:**
 - a. The November 2023 Year-to-Date Report will be reported at the December meeting.
 - b. Signatory of Bills for the December meeting will be Trustee Rappazzo.
 - c. **Motion to approve Bills to Be Paid:** A motion to approve October Claims #269-310, Accounts payable Claims #26717-26720 and 26740-26741, Benefits Transfers and Funds Transfers of Payrolls 22 and 23 for a total of \$184,637.63 was made by Trustee Rivera, seconded by Trustee Kelly and carried unanimously.

6. Reports:

a. Long Range Plan:

- a. Advocacy and Funding: Work continues on development of Friends sub-committee. Director Erler-Perry and Assistant Director Boedicker have an upcoming meeting with Assemblyman Meeks.
- b. Commitment to the Community: The left-over clothing from the Kids Clothing Exchange was donated to Matthew's Closet. The library will be collecting gently used coats and related items in January 2024.
- c. Programs: Food for Fines is running for the month of November.
- d. Marketing: The Marketing team has been doing a great job.
- e. Technology: The library's website has been getting updated and enhanced as needed. There was a recent CARL update that went smoothly thanks to our technology team.
- f. User Experience: No highlight mentioned.

- b. **Director's Statistical Report**: Increases in the following areas were noted; Reference stats, number of programs, program attendance, computer usage, wi-fi usage, issued library cards and circulation.
- 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: The Book sale is this week. A liaison is needed for the Friends and will be selected at the December meeting.
- b. Facilities/Operations report: Lighting has been discussed. Facilities committee has assisted custodians on a few items.
- c. Finance report: The board met on October 25, 2023 to discuss 2024 budget and the library fund balance.
- d. Nominating report: The nominating committee is currently interviewing candidate for the anticipated vacancies.
- 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 7:18 PM.

Respectfully submitted,
Brenda Bialaszewski
Recording Secretary