



Board of Trustees

January 24, 2024

Present: Wendy Heffer, President; Cathy Rappazzo, Vice President; Theresa May; Mike Kelly; Mary Yates; Alex Collins; Christine Hunt; Jennifer Erler-Perry, Library Director; Mike Boedicker, Assistant Library Director and Andrew Loughlin, Town Councilman

Absent: Katie Muscato, Secretary; 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:** Rav Vega, a student, was present. He is observing and doing research for a class.
3. **Town Councilman's Comments:** Councilman Loughlin will be the Town liaison for another year. He thanked all the Trustees for their time and commitment to serving the Town and its residents.
4. **Action Items:**
 - a. **Agenda Changes:** No changes. A motion to adopt the agenda was made by Trustee May, seconded by Trustee Rappazzo and carried unanimously.
 - b. **Motion to Approve Minutes:** A motion to approve the December 20, 2023 minutes will be made at the next meeting in February.
 - c. **Personnel Report:** A motion to approve the December 2023 Personnel Reports will be made at the February meeting.
5. **Financial Review:**
 - a. A motion to approve the December 2023 Year-to-Date and the January 2024 Year-to-Date will be made at the February meeting.
 - b. Signatory of Bills for the February meeting will be Trustee Kelly.
 - c. **Motion to approve Bills to Be Paid:** A motion to approve December 2023 Claims #344-366, Accounts payable Claims #26769, 26771, 26773 and 26793, January 2024 Claims #001-013, Accounts payable Claims #26772, 26789-26792, and 26794 Funds Transfers of Payrolls 1 and 2 for a total of \$ 155,433.86 will be made at the February meeting.
6. **Reports:**
 - a. **Long Range Plan:**
 - a. Advocacy and Funding: Director Erler-Perry and Assistant Library Director Boedicker met with Senator Cooney and his staff on January 12.

- b. Commitment to the Community: No highlights mentioned, see the Long-Range Plan Report-January 2024 Plan Progress that was included in the packet.
 - c. Programs: No highlights mentioned, see the Long-Range Plan Report-January 2024 Plan Progress that was included in the packet.
 - d. Marketing: No highlights mentioned, see the Long-Range Plan Report-January 2024 Plan Progress that was included in the packet.
 - e. Technology: No highlights mentioned, see the Long-Range Plan Report-January 2024 Plan Progress that was included in the packet.
 - f. User Experience: No highlights mentioned, see the Long-Range Plan Report-January 2024 Plan Progress that was included in the packet.
- b. **Director's Statistical Report**: Director Erler-Perry mentioned that overall, 2023 was a good year; attendance was up, new library cards issued increased slightly and only a small decrease in circulation.
 - c. **Private Money Monthly Reports**: Nothing of note.
 - d. **Staff Highlights**: The January 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: Trustee Kelly has been assisting with a couple of building issues.
- c. Finance report: Nothing to report.
- d. Nominating report: Nothing to report.
- e. Personnel report: Nothing to report.
- f. Policies report: No policies this month to review. Next month there will be two.

8. Other Business: None.

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee Yates, seconded by Trustee Hunt; motion carried unanimously. Meeting adjourned at 7:16 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary