



Board of Trustees

December 20, 2023

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

1. **Call to Order/Pledge of Allegiance/President's Comments:** Wendy Heffer, President called the meeting to order at 6:02 PM with the Pledge of Allegiance.
2. **Guest/Public Comments:** Mary Yates, Alex Collins and Christine Hunt were present and introduced themselves. They are joining the Board of Trustees and will be sworn in at the Town Hall Board meeting on 1/2/24.
3. **Town Councilman's Comments:** Councilman Loughlin mentioned holiday events around the town. Additionally, Councilman Loughlin presented Trustee Savidis with a Certificate of Appreciation for 10 years of service as a Trustee on the Library Board.
4. **Action Items:**
 - a. **Agenda Changes:** None.
 - b. **Motion to Approve Minutes:** A motion to approve the November 15, 2023 minutes was made by Trustee Kelly and seconded by Trustee May and carried unanimously.
 - c. **Personnel Report:** A motion to approve the November 2023 Personnel Reports was made by Trustee Plum, seconded by Trustee May and carried unanimously.
 - d. **Library Trustee ByLaws:** A motion to approve the updated Library Trustee ByLaws was made by Trustee Muscato and seconded by Trustee Kelly and carried unanimously.
 - e. **Doty Account Change:** A motion to change the Doty account to NYClass was made by Trustee May, seconded by Trustee Savidis and carried unanimously.
 - f. **2024 Library Trustee officers:** A motion to approve the 2024 Library Trustee slate of officers was made by Trustee Plum, seconded by Trustee May and carried unanimously.
 - g. **Fine & Fee Schedule:** A motion to approve the modified Fine & Fee Schedule was made by Trustee Rappazzo, seconded by Trustee Savidis.

- h. **2023 FFRPL Annual Report:** A motion to approve the 2023 FFRPL Annual report was made by Trustee Kelly, seconded by Trustee Engelbrecht and carried unanimously.
- i. **Freedom of Information Law (FOIL) Policy:** A motion to approve the FOIL policy was made by Trustee Plum, seconded by Trustee Savidis and carried unanimously.
- j. **Display and Exhibits, Bulletin Board and Distribution of Non-Library Materials Policy:** A motion to approve the revised Display and Exhibits, Bulletin Board and Distribution of Non-Library Materials Policy was made by Trustee Plum, seconded by Trustee May and carried unanimously.

5. Financial Review:

- a. A motion to approve the December 2023 Year-to-Date was made by Trustee Savidis, seconded by Trustee Engelbrecht and carried unanimously.
- b. Signatory of Bills for the January meeting will be Trustee May. Signatory of Bills for the February meeting will be Trustee Kelly.
- c. Motion to approve Bills to Be Paid: A motion to approve November Claims #311-343, Accounts payable Claims #26742-26745, 26768 and 26770, Funds Transfers of Payrolls 24, 25 and 26 for a total of \$219,615.83 was made by Trustee Rappazzo, seconded by Trustee Savidis and carried unanimously.

6. Reports:

a. Long Range Plan:

- a. Advocacy and Funding: Met with Assemblyman Meeks virtually in December. Upcoming meeting with Senator Cooney in January.
- b. Commitment to the Community: Will have an Adult winter clothing drive in January.
- c. Programs: No highlights reported, please refer to the Long-Range Plan Report in the packet.
- d. Marketing: Continue to have monthly meeting to meeting the library's marketing needs.
- e. Technology: No highlights reported, please refer to the Long-Range Plan Report in the packet.
- f. User Experience: No highlights reported, please refer to the Long-Range Plan Report in the packet.

- b. **Director's Statistical Report:** Visits, reference questions, number of programs and attendance, internet usage and circulation all show increases for the month of November.
- c. **Private Money Monthly Reports:** Nothing of note.
- d. **Staff Highlights:** The December 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 was a success, reporting the highest sales total to date. The Friends monthly meetings have been moved to afternoons. Reminder that there is no meeting in January. February and March meeting are held virtually. There is a new membership structure and memberships will now run from June 1 to May 31 annually.
- b. Facilities/Operations report: No report.
- c. Finance report: No report.
- d. Nominating report: With the new year upon us, Trustees are reminded on the 2 hour of in-service training that is required. Additionally, Trustees are expected to attend at least one (or more) Town Board meetings annually.
- e. Personnel report: No report.
- f. Policies report: Two policies were brought to the Board for approval, see Action Item #4 i and j.

8. Other Business: None.

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee Kelly, seconded by Trustee Plum; motion carried unanimously. Meeting adjourned at 7:10 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary