



Board of Trustees

February 28, 2024

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

Absent: n/a

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Heffer, President called the meeting to order at 6:03 PM with the Pledge of Allegiance.
2. **Guest/Public Comments:** None
3. **Town Councilman's Comments:** Councilman Loughlin mentioned that the police department has done some restructuring.; the Clerk's Office had a new Deputy Tax Receiver; and crime and illegal marijuana sales are going to be discussed at the next Town meeting.
4. **Action Items:**
 - a. **Agenda Changes:** No changes.
 - b. **Motion to Approve Minutes:** A motion to approve the December 20, 2023 minutes was made by Trustee May, seconded by Trustee Rappazzo and carried unanimously. A motion to approve the January 24, 2024 minutes was made by Trustee Plum, seconded by Trustee Kelly and carried unanimously.
 - c. **Personnel Report:** A motion to approve the December 2023 Personnel Report was made by Trustee Muscato, seconded by Trustee Kelly and carried unanimously. A motion to approve the January 2024 Personnel Report was made by Trustee Rappazzo, seconded by Trustee Plum and carried unanimously.
 - d. **Close Library on April 8 from 3 pm – 4 pm for Solar Eclipse:** A motion to approve closing the library on April 8, 2024 from 3 to 4 pm for the solar eclipse was made by Trustee Hunt, seconded by Trustee Yates and carried unanimously.
 - e. **Motion to Approve Americans with Disabilities Act policy:** A motion to approve the American with Disabilities Act policy was made by Trustee Plum, seconded by Trustee May and carried unanimously.

- f. Motion to Approve Use of Equipment & Technology policy:** A motion to approve the Use of Equipment & Technology policy was made by Trustee Plum, seconded by Trustee Yates and carried unanimously.
- g. Motion to Approve Disposal of Surplus Equipment & Materials:** A motion to approve the Disposal of Surplus Equipment & Materials policy was made by Trustee Plum, seconded by Trustee Yates and carried unanimously.

5. Financial Review:

- a. A motion to approve the Year-to-Date Report (All of 2023), Year-to-Date Report (January), and Year-to-Date (February) was made by Trustee May, seconded by Trustee Hunt and carried unanimously.
- b. Signatory of Bills for the March meeting will be Trustee Yates.
- 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 for a total of \$5,700.86, January 2024 Claims #001-012, Accounts payable Claims #26772, 26789-26792, and 26794 Funds Transfers of Payrolls 1 and 2 for a total of \$ 149,686.64; December 2023 Accounts payable Claims # 26627, Funds Transfer ERS & PFRS Retirement for a total of \$46,938.24; and February 2024 Claims #013-040, Accounts payable Claims #26795-26796, 26820-26822, 26824-26826, and Funds Transfers of Payrolls 3, 4 and 5 for a total of \$286,292.97 was made by Trustee Rappazzo, seconded by Trustee Yates and carried unanimously.
- d. Budget Revision Request: A motion to approve the Budget Revision request to balance the end of year 2023 was made by Trustee May, seconded by Trustee Yates and carried unanimously.

6. Reports:

a. Long Range Plan:

- a. Advocacy and Funding: No highlights reported, please refer to the Long-Range Plan Report in the packet
- b. Commitment to the Community: No highlights reported, please refer to the Long-Range Plan Report in the packet
- c. Programs: No highlights reported, please refer to the Long-Range Plan Report in the packet
- d. Marketing: No highlights reported, please refer to the Long-Range Plan Report in the packet
- e. Technology: The Technology Committee met recently and will be updating the technology report.
- f. User Experience: No highlights reported, please refer to the Long-Range Plan Report in the packet

- b. **Director's Statistical Report:** Library visits are up from last year
- 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: This month's meeting was cancelled. The book sale is coming up on March 14, 15, and 16.
- b. Facilities/Operations report: No report
- c. Finance report: No report
- d. Nominating report: Trustee Heffer thanked the Trustees who attended the recent training.
- e. Personnel report: Director Erler-Perry mentioned that the annual review will occur in March and will be presented to the Board of Trustees at the March meeting.
- f. Policies report: Three policies were presented for the board for approval; Americans with Disabilities Act, Use of Equipment & Technology, and Disposal of Surplus Equipment & Materials.

8. Other Business: None.

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee Kelly, seconded by Trustee Yates; motion carried unanimously. Meeting adjourned at 7:25 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary