gates public library

Board of Trustees

March 27, 2024

Present: Wendy Heffer, President; Cathy Rappazzo, Vice President; Katie Muscato, Secretary, 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: Kathleen Plum

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Heffer, President called the meeting to order at 6:02 PM with the Pledge of Allegiance.

2. **Guest/Public Comments:** None

3. **Town Councilman's Comments:** Councilman Loughlin mentioned the Town Easter Egg Hunt on 3/30; the police department is adding three officers; and the Town Board passed a moratorium on Smoke/Vape shops.

4. **Action Items:**
   a. **Agenda Changes:** A motion to add an Executive Session at the end of the agenda was made by Trustee May, seconded by Trustee Rappazzo and passed unanimously.

   b. Motion to Approve Minutes: A motion to approve the February 28, 2024 minutes was made by Trustee Rappazzo, seconded by Trustee Yates and carried unanimously.

   c. Personnel Report: There is no Personnel Report for the month of February.

   d. 2023 Library Annual Report: A motion to approve the 2023 Library Annual Report was made by Trustee Muscato, seconded by Trustee May and carried unanimously.

5. **Financial Review:**

   a. A motion to approve the Year-to-Date Report (March) was made by Trustee Kelly, seconded by Trustee Yates and carried unanimously.

   b. Signatory of Bills for the April meeting will be Trustee Hunt. Signatory of Bills for the May meeting will be Trustee Collins.

c. Motion to approve Bills to Be Paid: A motion to approve March 2024 Claims #041-069, Accounts payable Claims #26827, 26842-26847, and Funds Transfers of Payrolls 6 and 7 for a total of $162,031.27 was made by Trustee May, seconded by Trustee Hunt and carried unanimously.

6. Reports:

a. **Long Range Plan:**

a. Advocacy and Funding: No report.

b. Commitment to the Community: The committee is planning for activities for national library week.

c. Programs: The committee is striving for local author panel. Also planning on having two mobile mammogram units, one in September and one in October.

d. Marketing: The committee has been working on updating the website to keep it fresh and current. Also mentioned was the library's section in the Cornerstone, it has a fresh look.

e. Technology: The committee has ordered computers to replace 18 of the pubic computers.

f. User Experience: The committee is working a vinyl decal for the front window and continue to look into LED lighting.

b. **Director's Statistical Report:** Use of the public computers is up; Wifi usage is down; circulation is up as well as program attendance and number of library visitors.

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

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

7. Items for Board Discussion:

a. **Board Committees**

a. Friends Report: The annual K-12 Poetry Contest submission deadline is 4/12/24. The annual Golf Tournament will be on 8/9/24. The recent book sale was a success.

b. Facilities/Operations report: Trustee Kelly is building a diaper station.

c. Finance report: No report.

d. Nominating report: Trustees are reminded to complete training requirements and send certificates to Director Erler-Perry.

e. Personnel report: No report.

f. Policies report: No 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 Muscato; motion carried unanimously. Meeting adjourned at 7:05 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary