

gates public library
Board of Trustees
April 24, 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: None

- 1. Call to Order/Pledge of Allegiance/President's Comments:** Trustee Heffer, President called the meeting to order at 6:00 PM with the Pledge of Allegiance.
- 2. Guest/Public Comments:** No guests/comments
- 3. Town Councilman's Comments:** Councilman Loughlin mentioned one police officer was sworn in at the last Town Board meeting. On May 13 at 8:00 PM, the second annual Candlelight Vigil will take place on the front lawn of the Town Hall.
- 4. Action Items:**
 - a. Agenda Changes:** No changes. A motion to adopt the agenda was made by Trustee May, seconded by Trustee Plum and carried unanimously.
 - b. Motion to Approve Minutes:** A motion to approve the March 27, 2024 minutes was made by Trustee Muscato, seconded by Trustee Hunt and carried unanimously.
 - c. Personnel Report:** A motion to approve the March Personnel Report was made by Trustee Rappazzo, seconded by Trustee Yates and carried unanimously.
 - d. Remove Nancy Porter from Financial Accounts:** A motion to remove Nancy Porter from all financial accounts was made by Trustee May, seconded by Trustee Rappazzo and carried unanimously.
- 5. Financial Review:**
 - a.** A motion to approve the Year-to-Date Report (April) was made by Trustee May, seconded by Trustee Hunt and carried unanimously.
 - b.** Motion to approve Bills to Be Paid: A motion to approve April 2024 Claims #070-111, Accounts payable Claims #26863-26868, 26870-26872, and Funds Transfers of Payrolls 8 for a total of \$129,837.21 was made by Trustee Yates, seconded by Trustee Plum and carried unanimously.

- c. Signatory of Bills for the May meeting will be Trustee Yates. Signatory of Bills for the June meeting will be Trustee Heffer and the Signatory of Bills for the July meeting will be Trustee Collins.

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: There has been a 103% increase in visits to the website.
- 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**: Library visits are up, circulation is down, PC usage is down and programs have increased compared to last year.
- 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 Poetry celebration will be on May 16, 2024 at 6:30 PM in the Community Space. The Friends are working on reviewing their By-Laws for possible revisions.
- b. Facilities/Operations report: A diaper station is being build for the Women's restroom.
- c. Finance report: The Tummonds funds were received. The Capital Improvement plan was presented.
- d. Nominating report: No report.
- e. Personnel report: No report.
- f. Policies report: The Records Retention policy will be presented to the board at the May meeting

8. Other Business: None.

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee May, seconded by Trustee Plum; motion carried unanimously. Meeting adjourned at 7:02 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary