



Board of Trustees

May 22, 2024

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

Absent: Wendy Heffer, President; Mike Kelly; and Christine Hunt

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Rappazzo, Vice President called the meeting to order at 6:01 PM with the Pledge of Allegiance.
2. **Guest/Public Comments:** None
3. **Town Councilman's Comments:** Councilman Loughlin mentioned he participated in a Story Time at the library last week reading to children. He also mentioned he was honored to be the Master of Ceremony at the Friends of the Gates Public Library 2024 K-12 Poetry Contest last week. The Town held its 2nd Annual Candlelight Vigil on May 13th in honor of fallen law enforcement officers.
4. **Action Items:**
 - a. **Agenda Changes:** No changes. A motion to adopt the agenda was made by Trustee May, seconded by Trustee Muscato and carried unanimously.
 - b. **Motion to Approve Minutes:** A motion to approve the April 24, 2024 minutes was made by Trustee Plum, seconded by Trustee May and carried unanimously. A motion to approve the May 3, 2024 meeting minutes was made by Trustee Muscato, seconded by Trustee Plum and carried unanimously.
 - c. **Personnel Report:** A motion to approve the April Personnel Report was made by Trustee Yates, seconded by Trustee May and carried unanimously.
 - d. **Display TV and Roadside Sign Policy:** A motion to approve the Display TV and Roadside Sign Policy was made by Trustee Yates, seconded by Trustee May and carried unanimously.
 - e. **Petty Cash Policy:** A motion to approve the Petty Cash Policy was made by Trustee Yates, seconded by Trustee Muscato and carried unanimously.
 - f. **Security Camera Policy:** A motion to approve the Security Camera 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 (April) was made by Trustee Yates, seconded by Trustee May and carried unanimously.
- b. Motion to approve Bills to Be Paid: A motion to approve May 2024 Claims #113-136, Accounts payable Claims #26899-26902, and Funds Transfers of Payrolls 9 & 10 for a total of \$164,921.72 was made by Trustee Muscato, seconded by Trustee Plum and carried unanimously.
- c. 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: Requests for funding for 2025 have been made to Assemblyman Meeks and Senator Cooney
- 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: New public PCs have been installed. All the new PCs have Adobe Pro installed on them, enabling patrons to edit PDF documents.
- f. User Experience: No highlights reported, please refer to the Long-Range Plan Report in the packet

- b. **Director's Statistical Report**: Library visits and attendance numbers are up from last year. PC usage is also up.
- 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: Friends Annual Membership meeting is June 6th where new board members will be voted on as well as the revised by-laws.
- b. Facilities/Operations report: Work continues on getting quotes and proceeding LED lighting. More information will be provided once work is approved by the Town.
- c. Finance report: No report.
- d. Nominating report: No report.
- e. Personnel report: The committee met today to talk about the handbook in preparation for upcoming contract negotiations.

f. Policies report: The committee reviewed three policies; Display TV and Roadside Sign Policy, Petty Cash Policy and Security Camera Policy. These were presented for approval at this meeting (See #4 Action Items-d, e and f).

8. Other Business:

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee Muscato, seconded by Trustee Yates; motion carried unanimously. Meeting adjourned at 6:38 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary