Board of Trustees
June 26, 2024

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

Absent: Alex Collins; Jennifer Erler-Perry, Library Director

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Heffer, 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 that there is a lot of activity in the Town. The Recreation department has been busy with Kids Fest and Kids Camp is starting up. The Highway Department recently milled and paved Long Pond Road. August 10th is the Summer Celebration.

4. **Action Items:**
   a. **Agenda Changes:** No changes. A motion to adopt the agenda was made by Trustee May, seconded by Trustee Yates and carried unanimously.

   b. **Motion to Approve Minutes:** A motion to approve the May 22, 2024 minutes was made by Trustee Yates, seconded by Trustee May and carried unanimously.

   c. **Personnel Report:** A motion to approve the May Personnel Report was made by Trustee Muscato, seconded by Trustee Kelly and carried unanimously.

   d. **LED Lighting Purchase:** A motion to approve a 2024 budget amendment for LED lighting, for a cost up to $19,895.00 using our library reserve was made by Trustee May, seconded by Trustee Yates and carried unanimously.

   e. **Materials Selection & Availability Policy:** A motion to approve the Materials Selection & Availability Policy was made by Trustee Plum, seconded by Trustee Rappazzo and carried unanimously.

   f. **Public Participation in Library Board Meetings Policy:** A motion to approve the Public Participation in Library Board Meetings was made by Trustee Plum, seconded by Hunt and carried unanimously.

   g. **Record Retention, Recovery, and Destruction Plan Policy:** A motion to approve the Record Retention, Recovery, and Destruction Plan 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 (May) was made by Trustee Rappazzo, seconded by Trustee Hunt and carried unanimously.

   b. Motion to approve Bills to Be Paid: A motion to approve June 2024 Claims #139-172, Accounts payable Claims #26903-26905, 26921-26927, and Funds Transfers of Payrolls 11 & 12 for a total of $189,519.32 was made by Trustee Yates, seconded by Trustee May and carried unanimously.

   c. Signatory of Bills for the July meeting will be Trustee Collins.

6. **Reports:**
   a. **Long Range Plan:**
      a. Advocacy and Funding: Requests for funding were sent to Assembly member Meeks and Senator Cooney.
      b. Commitment to the Community: Diaper Drive for the Jr. League of Rochester was successful.
      c. Programs: Our children's librarian, Mary Jo Smith attended Walt Disney's Safety Program. The local author event will unfortunately not occur this year.
      d. Marketing: Website updates occurred and two Constant Contacts sent.
      e. Technology: We will soon have a new electronic reservation system for the meeting rooms and study rooms. This new system will automate study room reservations and eliminate double booking a space.
      f. User Experience: The committee plans to walk around the library before summer reading to evaluate the functionality of the library space.
   b. **Director's Statistical Report/Narrative:** The MCLS Document of Understanding was sent for review. Summer Reading Programs begin July 1. The Library is switching over to a new room reservation system.
   c. **Private Money Monthly Reports**: Private money CD's were reinvested.
   d. **Staff Highlights**: The May staff highlights are included in the packet.

7. **Items for Board Discussion:**
   a. **Board Committees**
      a. Friends Report: The Friends held their Annual Meeting early June. They are planning for their July 18-20 book sale.
      b. Facilities/Operations report: HVAC Preventative maintenance was performed.
      c. Finance report: No report.
      d. Nominating report: No report.
      e. Personnel report: No report.
      f. Policies report: Three policies were reviewed, updated and presented to the board for approval (see Action Items e-g).

8. **Other Business:** None

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee May, seconded by Trustee Hunt; motion carried unanimously. Meeting adjourned at 6:52 PM.

Respectfully submitted,
Brenda Bialaszewski
Recording Secretary