



Board of Trustees

July 24, 2024

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

Absent: Wendy Heffer, President

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 the Summer Celebration on 8/10; the Town's float in the St. Patrick's Day parade won 1st place in the non-commercial category. The Town is planning a property reassessment in 2025. The Town Board meeting in September is one week later than usual (9/9/24) due to the Labor Day holiday on 9/2/24.
4. **Action Items:**
 - a. **Agenda Changes:** No changes. A motion to adopt the agenda was made by Trustee Plum, seconded by Trustee Yates and carried unanimously.
 - b. **Motion to Approve Minutes:** A motion to approve the June 26, 2024 minutes was made by Trustee Kelly, seconded by Trustee Yates and carried unanimously.
 - c. **Personnel Report:** A motion to approve the June Personnel Report was made by Trustee Muscato, seconded by Trustee Plum and carried unanimously.
 - d. **Meeting and Study Room Policy:** A motion to approve the update Meeting and Study Room Policy was made by Trustee Plum, seconded by Trustee May and carried unanimously.
5. **Financial Review:**
 - a. A motion to approve the Year-to-Date Report (June) was made by Trustee Yates, seconded by Trustee Kelly and carried unanimously.
 - b. Motion to approve Bills to Be Paid: A motion to approve July 2024 Claims #173 - 208, Accounts payable Claims #26946-26947, 26949-26950, and Funds Transfer of Payroll 12 FICA, and Payrolls 13, 14 & 15 for a total of \$217,604.59 was made by Trustee Collins, seconded by Trustee Muscato and carried unanimously.

- c. Signatory of Bills for the August meeting will be Trustee Heffer. Signatory of Bills for the September meeting will be Trustee Muscato

6. Reports:

a. Long Range Plan:

- a. Advocacy and Funding: No highlights mentioned, see the Long-Range Plan Report-January 2024 Plan Progress that was included in the packet.
- b. Commitment to the Community: No highlights mentioned, see the Long-Range Plan Report-January 2024 Plan Progress that was included in the packet.
- c. Programs: No highlights mentioned, see the Long-Range Plan Report-January 2024 Plan Progress that was included in the packet.
- d. Marketing: No highlights mentioned, see the Long-Range Plan Report-January 2024 Plan Progress that was included in the packet.
- e. Technology: No highlights mentioned, see the Long-Range Plan Report-January 2024 Plan Progress that was included in the packet.
- f. User Experience: No highlights mentioned, see the Long-Range Plan Report-January 2024 Plan Progress that was included in the packet.

- b. **Director's Statistical Report**: Visits are up. Program attendance is down. Circulation is up.
- c. **Private Money Monthly Reports**: The Doty Memorial Fund will be converted to a CD soon.
- d. **Staff Highlights**: The June staff highlights are included in the packet.

7. Items for Board Discussion:

a. Board Committees

- a. Friends Report: A book sale was held this month.
- b. Facilities/Operations report: The LED lighting project has been completed.
- c. Finance report: No report
- d. Nominating report: No report
- e. Personnel report: No report
- f. Policies report: The Meeting and Study Room Policy was updated and presented to the board for approval (see Action Item d).

8. Other Business: None

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

Respectfully submitted,
Brenda Bialaszewski

Recording Secretary