gates public library

Board of Trustees

September 25, 2024

Present: Cathy Rappazzo, Vice President; 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; Katie Muscato, Secretary; 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 6:02 PM with the Pledge of Allegiance.

2. **Guest/Public Comments:** No guests.

3. **Town Councilman's Comments:** Councilman Loughlin mentioned that a new restaurant is opening up on Lyell Rd. This year the Veterans Day ceremony will be at the Gates-Chili middle school. This is a change of venue from previous years. Andrew joined library staff on 9/7 for Keep Gates Clean event, cleaning a stretch of Buffalo Road and Elmgrove Road.

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. **Approve Minutes:** A motion to approve the July 24, 2024 minutes was made by Trustee Plum, seconded by Trustee Yates and carried unanimously. A motion to approve the August 28, 2024 minutes was made by Trustee May, seconded by Trustee Yates and carried unanimously.

   c. **Personnel Report:** There is no Personnal Report for the months of July and August. A motion to approve the September Personnel Report was made by Trustee Yates, seconded by Trustee Plum and carried unanimously.

   d. **Motion to Approve the ad-hoc committee of the *Library Anniversary*:** A motion to approve the ad-hoc committee of the *Library Anniversary* to run from October, 2024 to mid-2025 was made by Trustee Collins, seconded by Trustee May and carried unanimously.

   e. **Approve Food for Fines:** A motion to approve Food for Fines to run from November 1 to November 30, 2024 was made by Trustee Yates, seconded by Trustee Plum and carried unanimously.

f. **Approve Programming Policy**: A motion to approve the Programming Policy made by Trustee Rappazzo, seconded by Trustee May and carried unanimously.

g. Approve Confidentiality of Library Records and Response to Law Enforcement Inquiry Policy: A motion to approve the Confidentiality of Library Records and Response to Law Enforcement Inquiry Policy was made by Trustee Yates, seconded by Trustee Rappazzo and carried unanimously.

h. Approve the Copyright and Copier Policy: A motion to approve the Copyright and Copier Policy was made by Trustee Collins, seconded by Trustee Yates and carried unanimously.

5. Financial Review:

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

b. Motion to approve Bills to Be Paid: A motion to approve September 2024 Claims #240-276, Accounts payable Claims #26990-26992, 26994-26996, and Funds Transfer of Payrolls 18 & 19 for a total of $156,215.68 was made by Trustee May, seconded by Trustee Yates and carried unanimously.

c. Signatory of Bills for the October meeting will be Trustee Muscato. Signatory of Bills for the November meeting will be Trustee Heffer. Signatory of Bills for the December meeting will be Trustee Plum.

6. Reports:

a. **Long Range Plan:**

  a. Advocacy and Funding: Director Erler-Perry mention funding coming from the State. These funds will be used for a new roadside sign and LED lighting.

  b. Commitment to the Community: No highlights reported, please refer to the Long-Range Plan Report in the packet

  c. Programs: Director Erler-Perry mentioned that on October 26, 2024, the library will be holding a Monster Mash; a 21+ after hours program.

  d. Marketing: No highlights reported, please refer to the Marketing Report in the packet.

  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:** Computer usage has increased, WIFI usage has decreased.

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

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

7. **Items for Board Discussion:**
   a. **Board Committees**
      a. Friends Report: The board meeting schedule for this week was postponed to next Wednesday. The Friends are looking for a member to take over the membership duties.
      b. Facilities/Operations report: The diaper station that Trustee Kelly built was installed in the Women's restroom and stocked with diapers. Outside lighting on the building was converted to LED.
      c. Finance report: A draft of the 2025 budget was reviewed.
      d. Nominating report: Trustee Heffer sent an email to Trustees regarding their interest in continuing on the board in the new year.
      e. Personnel report: The Employee Personnel Policy and Employee Handbook is currently being reviewed and updates being made. It will be reviewed by the Board at the next meeting.
      f. Policies report: Several policies were presented to the board for approval. See action items f – j above.

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 7:16 PM.

Respectfully submitted,
Brenda Bialaszewski
Recording Secretary