



Board of Trustees

October 23, 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 and Mike Boedicker, Assistant Library Director

Absent: Andrew Loughlin, Town Councilman

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Heffer, President called the meeting to order at 6:10 PM with the Pledge of Allegiance.
2. **Guest/Public Comments:** No guests.
3. **Town Councilman's Comments:** Vice President Rappazzo read a message from Councilman Loughlin. Councilman Loughlin mentioned Election Day is November 5th and most Town departments will be closed in observance The Town's Veterans Day ceremony to honor our Veterans at the Gates Chili Middle school at 10:30 am on November 11th. On October 22, the 2025 Budget Workshop took place.
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 September 25, 2024 minutes with discussed corrections was made by Trustee Muscato, seconded by Trustee Yates and carried unanimously.
 - c. **Personnel Report:** A motion to approve the October Personnel Report was made by Trustee May, seconded by Trustee Hunt and carried unanimously.
 - d. **2025 Hours of Service and Closing Schedule:** A motion to approve the 2025 Hours of Service and Closing Schedule was made by Trustee Plum, seconded by Trustee Kelly and carried unanimously.
 - e. **Library Board Meeting Dates 2025:** A motion to approve the Library Board Meeting Dates 2025 was made by Trustee Yates, seconded by Trustee May and carried unanimously.
 - f. **Library Fund Balance:** A motion to accept the use of \$125,000 from the GPL fund balance toward the 2025 budget was made by Trustee Yates, seconded by Trustee May and carried unanimously.
 - g. **Personnel Policy and Employee Handbook:** A motion to approve the updates and changes discussed to the Personnel Policy and Employee Handbook was made by Trustee Muscato, seconded by Trustee May and carried unanimously.
5. **Financial Review:**

- a. A motion to approve the Year-to-Date Report (September) was made by Trustee Rappazzo, seconded by Trustee Hunt and carried unanimously.
- b. Motion to approve Bills to Be Paid: A motion to approve October 2024 Claims #277-323, Accounts payable Claims #26993, 27016-27022, and Funds Transfer of Payrolls 20, 21 & 22 for a total of \$247,173.25 was made by Trustee Hunt, seconded by Trustee Yates and carried unanimously.
- c. 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: The draft of the 2025 Budget is completed and will be voted on at the next Town Board meeting on November 4, 2024. The 2025 Friends wish list was approved by the Friends at their Board meeting last night.
 - b. Commitment to the Community: During the month of October, we are collecting donations for GRASP.
 - c. Programs: The Monster Bash; a 21+ after-hours program is this Saturday, 10/26.
 - d. Marketing: The November program brochure is completed. The library is participating in ROC the Day with the Friends of GPL.
 - e. Technology: The staff server was migrated to the Town. The Technology committee are discussing a possible purchase of a 3D printer.
 - f. User Experience: The chair of the committee is attending a customer service workshop today. The committee has focused on improving physical aspects of the library and will be shifting focus to customer service.
- b. **Director's Statistical Report**: Library visits were up from last year.
 - c. **Private Money Monthly Reports**: Nothing to note.
 - d. **Staff Highlights**: The September staff highlights are included in the packet. Please review at your convenience.

7. Items for Board Discussion:

a. Board Committees

- a. Friends Report: The Fall book sale is November 14-16.
- b. Facilities/Operations report: No report.
- c. Finance report: The draft 2025 budget was reviewed and Assistant Director Boedicker gave a presentation on the fund balance.
- d. Nominating report: No report.
- e. Personnel report: The Personnel Policy and Employee Handbook was updated and presented to the board for approval. See Action Item g above.
- f. Policies report: The Personnel Policy and Employee Handbook was updated and presented to the board for approval. See Action Item g. above.

8. Other Business: None

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee Rappazzo, seconded by Trustee Kelly; motion carried unanimously. Meeting adjourned at 7:49 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary