



Board of Trustees

November 20, 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; Andrew Loughlin, Town Councilman

Absent: None

- 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:** Councilman Loughlin mentioned several events happening around town; the Gobble Wobble, Wreaths Across America, Hinchey House Holidays.
- 4. Action Items:**
 - a. Agenda Changes:** No changes. A motion to adopt the agenda was made by Trustee May, seconded by Trustee Plum and carried unanimously.
 - b. Approve Minutes:** A motion to approve the October 23, 2024 minutes was made by Trustee Yates, seconded by Trustee May and carried unanimously.
 - c. Personnel Report:** A motion to approve the October Personnel Report was made by Trustee Rappazzo, seconded by Trustee Plum and carried unanimously.
 - d. Customer Service Policy:** A motion to approve the Customer Service 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 (October) was made by Trustee Muscato, seconded by Trustee Hunt and carried unanimously.
 - b.** Motion to approve Bills to Be Paid: A motion to approve November 2024 Claims #324 - 367, 369 – 371, Accounts payable Claims #27066-27070 and Funds Transfer of Payrolls 23 for a total of \$139,818.39 was made by Trustee Yates, seconded by Trustee Plum and carried unanimously.
 - c.** Signatory of Bills for the December meeting will be Trustee Plum. Signatory of Bills for the January meeting will be Trustee Rappazzo. Signatory of Bills for the February meeting will be Trustee Yates.
- 6. Reports:**

a. **Long Range Plan:**

- a. Advocacy and Funding: Director Erler-Perry recently attended a legislative breakfast. The Town Board approved the 2025 budget at their last meeting.
 - b. Commitment to the Community: Food for Fines is running through the month of November. Also helping the Golisano Hospital collect toys.
 - c. Programs: The Monster Mash was a fun and successful event. There are a number of interesting programs in the month of December.
 - d. Marketing: Work has begun on planning 65th Anniversary celebration
 - e. Technology: The technology plan was recently updated.
 - f. User Experience: With the approval of the Customer Service Policy, this group will be shifting focus to customer service and patron experience.
- b. **Director's Statistical Report**: Circulation has increased as well as programs offer and program attendance.
- 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: Books sale was well attended this past week.
- b. Facilities/Operations report: The front door (handicapped door) was repaired.
- c. Finance report: No report
- d. Nominating report: No applications have been received so far. Trustees are encouraged to spread the work. Dates in early December have been set aside for meeting with candidates.
- e. Personnel report: No report
- f. Policies report: The Customer Service Policy was presented to the board for approval, See Action Item d.

8. Other Business: Director Erler-Perry requested a letter from the board for the time capsule that will be part of the 65th Anniversary of the library celebration.

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 7:10 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary