

gates public library
Board of Trustees
December 18, 2024

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

Absent: Christine Hunt

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:** Amanda McGuinnis was present. Amanda will be joining the board in the new year.
3. **Town Councilman's Comments:** Councilman Loughlin mentioned the holiday lights in the Rahway Road neighborhood. Santa will be around the Town on 12/22 & 12/23. The Town organizational meeting is on January 2nd and the Town board meeting will be on January 6th at 7:30 pm.
4. **Action Items:**
 - a. **Agenda Changes:** No changes. A motion to adopt the agenda was made by Trustee Yates, seconded by Trustee May and carried unanimously.
 - b. **Approve Minutes:** A motion to approve the November 20, 2024 minutes was made by Trustee May, seconded by Trustee Rappazzo and carried unanimously.
 - c. **Personnel Report:** No November report.
 - d. **Approve February Board meeting change:** A motion to change the February board meeting to February 19 was made by Trustee Yates, seconded by Trustee Kelly and carried unanimously.
 - e. Authorize Library Trustees to accept the P/T Union Contract, 3 yr. agreement starting 1/2025-12/31/2027. A motion to accept the P/T Union Contract, 3 yr. agreement starting 1/2025 – 12/31/2027 was made by Trustee Rappazzo, seconded by Trustee Muscato and carried unanimously.
 - f. **2025 Library Trustee officers:** A motion to approve the 2025 Library Trustee slate of officers was made by Trustee May, seconded by Trustee Yates and carried unanimously.
 - g. Gifts, Donations, Memorials and Naming Policy: A motion to approve the Customer Service 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 (November) was made by Trustee Yates, seconded by Trustee Plum and carried unanimously.
- b. Motion to approve Bills to Be Paid: A motion to approve December 2024 Claims # 372-396, Accounts payable Claims #27071, 27095-27098 and Funds Transfer of Payrolls 24 for a total of \$119,930.36 was made by Trustee Muscato, seconded by Trustee May and carried unanimously.
- c. 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: No highlights reported, please refer to the Long-Range Plan Report in the packet
 - b. Commitment to the Community: No highlights reported, please refer to the Long-Range Plan Report in the packet
 - c. Programs: No highlights reported, please refer to the Long-Range Plan Report in the packet
 - d. Marketing: No highlights reported, please refer to the Long-Range Plan 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**: The number of programs and program attendance has increased.
 - 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: No report. Trustee Collins will be the new liaison to the Friends
- b. Facilities/Operations report: Trustee Kelly gave the custodians his phone number for facility issue/questions.
- c. Finance report: No report
- d. Nominating report: see Action Item f
- e. Personnel report: No report
- f. Policies report: The Gifts, Donations, Memorials and Naming Policy was presented to the board for approval, see Action Item g.

8. **Other Business:** New liaison to the Friends of GPL

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee Yates, seconded by Trustee Plum; motion carried unanimously. Meeting adjourned at 7:00 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary