gates public library

Board of Trustees

February 19, 2025

Present: Wendy Heffer, President; Cathy Rappazzo, Vice President; Katie Muscato, Secretary; Theresa May; Kathleen Plum; Mary Yates; Alex Collins; Amanda McGinnis; 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 6:00 PM with the Pledge of Allegiance.
2. **Guest/Public Comments:** None
3. **Town Councilman's Comments:** Councilman Loughlin mentioned the Assessor's Office will be sending out assessment letters soon. Be on the lookout for new programs for seniors from the Recreation Department and improvements to Town parks.
4. **Action Items:**
    a. **Agenda Changes:** The Guest Staff member scheduled to present to the board is out ill and removed from the agenda. 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 January 22, 2025 minutes was made by Trustee McGinnis, seconded by Trustee Collins and carried unanimously.
    c. **Personnel Report:** A motion to approve the January 2025 Personnel report was made by Trustee Muscato, seconded by Trustee Plum and carried unanimously.
    d. **Approve 2024 State Annual Report:** A motion to approve the 2024 State Annual Report was made by Trustee Yates, seconded by Trustee Plum and carried unanimously.
    e. **Approve the Emergency Closing Policy:** A motion to approve the Emergency Closing Policy was made by Trustee Plum, seconded by Trustee Yates and carried unanimously.
    f. **Approve the Laptop Lending Policy:** A motion to approve the Laptop Lending Policy was made by Trustee Plum, seconded by Trustee May and carried unanimously.
    g. **Approve the Library Card Policy:** A motion to approve the Library Card Policy was made by Trustee Plum, seconded by Trustee Yates and carried unanimously.
5. **Financial Review:**

a. Motion to approve the Year-to-Date Report (2024 Final) was made by Trustee Rappazzo, seconded by Trustee Collins and carried unanimously. Motion to approve the Year-to-Date Report (January) was made by Trustee Yates, seconded by Trustee May

b. Motion to approve Bills to Be Paid: A motion to approve February 2025 for 2024 Invoice Claims #418, Accounts payable Claims #27140, 27141 and 27147, February 2025 Invoice Claims #014-039, Accounts payable Claims #27119, 27142-27146 and 27148 and Funds Transfer of Payroll 2 & 3 for a total of $173,962.17 was made by Trustee Yates, seconded by Trustee May and carried unanimously.

c. Signatory of Bills for the March meeting will be Trustee Rappazzo. Signatory of Bills for the April will be Trustee McGinnis.

6. **Reports:**

   a. **Long Range Plan:**

      a. <u>Advocacy and Funding</u>: The library is currently fundraising for the 65th Anniversary and has raised $600 so far.wa

      b. <u>Commitment to the Community</u>: No highlights mentioned, see the Long-Range Plan Report-January 2025 Plan Progress that was included in the packet.

      c. <u>Programs</u>: No highlights mentioned, see the Long-Range Plan Report-January 2025 Plan Progress that was included in the packet.

      d. <u>Marketing</u>: No highlights mentioned, see the Long-Range Plan Report-January 2025 Plan Progress that was included in the packet.

      e. <u>Technology</u>: No highlights mentioned, see the Long-Range Plan Report-January 2025 Plan Progress that was included in the packet.

      f. <u>User Experience</u>: No highlights mentioned, see the Long-Range Plan Report-January 2025 Plan Progress that was included in the packet.

   b. **Director's Statistical Report:** Nothing to note

   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 next meeting is Tuesday, February 25, 2025.

      b. Facilities/Operations report: The library has been having some issues with the HVAC system.

      c. Finance report: No report.

      d. Nominating report: No report.

      e. Personnel report: No report.

      f. Policies report: No report.

8. **Other Business:** None

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee Yates, seconded by Trustee McGinnis; motion carried unanimously. Meeting adjourned at 7:07 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary