

gates public library
Board of Trustees
March 26, 2025

Present: Wendy Heffer, President; Cathy Rappazzo, Vice President; Theresa May; Mary Yates; Alex Collins; Christine Hunt; Amanda McGinnis; Jennifer Erler-Perry, Library Director and Andrew Loughlin, Town Councilman

Absent: Katie Muscato, Secretary; Kathleen Plum, Mike Boedicker, Assistant Library Director

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Heffer, President called the meeting to order at 6:02 PM with the Pledge of Allegiance.
2. **Guest/Public Comments:** None
3. **Guest Staff Comments:** Christine Maxfield, shared her many job duties as the Circulation Services Clerk.
4. **Town Councilman's Comments:** Councilman Loughlin shared information on events and happenings around the town.
5. **Action Items:**
 - a. **Agenda Changes:** No changes. A motion to approve the agenda was made by Trustee Yates, seconded by Trustee May and carried unanimously.
 - b. **Approve Minutes:** A motion to approve the February 19, 2025 minutes was made by Trustee Rappazzo, seconded by Trustee Yates and carried unanimously.
 - c. **Personnel Report:** A motion to approve the February 2025 Personnel report was made by Trustee May, seconded by Trustee McGinnis and carried unanimously.
6. **Financial Review:**
 - a. Motion to approve the Year-to-Date Report (February) was made by Trustee McGinnis, seconded by Trustee Collins.
 - b. Motion to approve Bills to Be Paid: A motion to approve the March 2025 for 2024 Invoice Claims # None, Accounts payable Claims #26873, #27023 and Funds Transfer of Lifetime Benefit Solutions (January-August 2024) for a total of \$47,980.39 was made by Trustee May, seconded by Trustee Hunt and carried unanimously. A motion to approve March 2025 Invoice Claims #040-069, Accounts payable Claims #27149, #27168-27172 and Funds Transfer of Payroll 4, 5, 6 & 7 for a total of \$320,465.31 was made by Trustee Collins, seconded by Trustee Hunt and carried unanimously.

- c. Signatory of Bills: April meeting will be Trustee McGinnis. May meeting will be Trustee Heffer. June meeting will be Trustee Yates. July meeting will be Trustee Hunt. August meeting will be Trustee May. September meeting will be Trustee Collins.

7. **Reports:**

a. **Long Range Plan:**

- a. Advocacy and Funding: The 65th Anniversary fundraiser collected \$1,701.80.
 - b. Commitment to the Community: Next partnership is to collect diapers for the Jr. League of Rochester in May.
 - c. Programs: There will be a Kids clothing drive on May 3rd. We will also have Kentucky Derby themed programming that day.
 - d. Marketing: Great book displays throughout the library. .
 - e. Technology: There have been issues with printing from some of the public computers that the technology team has figured out a work-around.
 - f. User Experience: The committee will meet to discuss library branding, focusing on staff language.
- b. **Director's Statistical Report**: Monthly programing numbers are up 20% from this time last year. Circulation is up 13%.
Other items to note: Director's Council approved to continue with the Overdrive spend agreement, each town library's contribution is 10% of their book budget.
- c. **Private Money Monthly Reports**: CDs are to be reinvested in March, 2025.
- d. **Staff Highlights**: The staff highlights are included in the packet. Please review at your convenience.

8. **Items for Board Discussion:**

a. **Board Committees**

- a. Friends Report: There was a meeting on 3/25. A plaque for Sheila Woods was discussed for the little library as well as possibly another plaque for Mike Kelly, builder/creator of the little library. Poetry contest is looking for entries. The Poetry Celebration is scheduled for Thursday, May 15, 2025. The annual golf tournament is on August 1, 2025.
- b. Facilities/Operations report: Work on the Window over the breezeway will start tomorrow to hopefully remedy the ongoing leak issue.
- c. Finance report: No report.
- d. Nominating report: No report.
- e. Personnel report: No report.
- f. Policies report: No report.

9. **Other Business:** None

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee Rappazzo, seconded by Trustee Hunt; motion carried unanimously. Meeting adjourned at 7:13 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary