gates public library

Board of Trustees

April 23, 2025

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

Absent: Theresa May, Christine Hunt

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:** None
3. **Guest Staff Comments:** Melanie Heywood, shared her many job duties as the Principal Library Clerk for Circulation Services.
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 Muscato, seconded by Trustee Yates and carried unanimously.
    b. **Approve Minutes:** A motion to approve the March 26, 2025 minutes was made by Trustee Rappazzo, seconded by Trustee Yates and carried unanimously.
    c. **Personnel Report:** A motion to approve the March 2025 Personnel report was made by Trustee Plum, seconded by Trustee Collins and carried unanimously.
6. **Financial Review:**
    a. Motion to approve the Year-to-Date Report (March) was made by Trustee Muscato, seconded by Trustee McGinnis.
    b. Motion to approve Bills to Be Paid: A motion to approve the April 2025 for 2024 Invoice Claims #070-105, Accounts payable Claims #27165-27167, 27173-27175, and 27191-27194 and Funds Transfer of Payroll 8 for a total of $177,446.82 was made by Trustee McGinnis, seconded by Trustee Yates and carried unanimously.
    c. Signatory of Bills: 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: No highlight reported.

b. Commitment to the Community: Doing a fundraiser for Jr. League of Rochester in May.

c. Programs and Events: Kids Clothing Exchange and Kentucky Derby program are coming up on May 3rd.

d. Marketing: Met recently and discussed strategic plan goals for coming year to include creating a outreach kit and expanding marketing in the community.

e. Technology: Committee is meeting soon to discuss strategic plan goals

f. User Experience: Committee is meeting soon to discuss strategic plan goals. One current project that will enhance the user experience is the replacement of CD browser packs with locking cases for the CD making browsing easier.

b. **Director's Statistical Report:** Internet and WiFi usage is up from last year. New library cards remained steady.

c. **Private Money Monthly Reports**: Nothing of note to report.

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: Poetry contest is May 15th. The planter for the Sheila Woods memorial garden will arrive soon.

b. Facilities/Operations report: New exhaust fans were installed in the bathrooms recently. Leaks continue to be an issue in the usual areas.

c. Finance report: No report.

d. Nominating report: Trustees are reminded to complete the 2-hour annual training requirement. Director Erler-Perry to share links to upcoming training opportunities.

e. Personnel report: The committee will be doing Director Erler-Perry's review next week.

f. Policies report: No policies to review. The committee is working on a couple of policies

9. **Other Business:** None

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee Muscato, seconded by Trustee Plum; motion carried unanimously. Meeting adjourned at 7:21 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary