gates public library

Board of Trustees

May 28, 2025

Present: Wendy Heffer, President; Katie Muscato, Secretary; Theresa May; Mary Yates; Christine Hunt; Alex Collins; Amanda McGinnis; Jennifer Erler-Perry, Library Director and Mike Boedicker, Assistant Library Director; Andrew Loughlin, Town Councilman

Absent: Cathy Rappazzo, Vice President; Kathleen Plum

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Heffer, President called the meeting to order at 6:05 PM with the Pledge of Allegiance.
2. **Guest/Public Comments:** None
3. **Guest Staff Comments:** Victoria Porter shared her many job duties as the Bookkeeper in Business Services.
4. **Town Councilman's Comments:** Councilman Loughlin shared information on events and happenings around the town.
5. **Action Items:**
   a. **Agenda Changes:** An Executive session will follow adjournment of this meeting. A motion to approve the agenda with the addition of the Executive session was made by Trustee May, seconded by Trustee Muscato and carried unanimously.

   b. **Approve Minutes:** A motion to approve the April 23, 2025 minutes was made by Trustee Yates, seconded by Trustee Collins and carried unanimously.

   c. **Personnel Report:** A motion to approve the April 2025 Personnel report was made by Trustee Hunt, seconded by Trustee Muscato and carried unanimously.

   d. 3D Printer Policy: A motion to approve the 3D Printer Policy was made by Trustee McGinnis, seconded by Trustee Collins and carried unanimously.
6. **Financial Review:**

   a. Motion to approve the Year-to-Date Report (April) was made by Trustee May, seconded by Trustee McGinnis.

   b. Motion to approve Bills to Be Paid: A motion to approve the May 2025 for Claims #106-148, Accounts payable Claims #27195-27198, 27216-27223 and Funds Transfer of Payroll 9, 10 & 11 for a total of $280,418.04 was made by Trustee Yates, seconded by Trustee Hunt and carried unanimously.

c. Signatory of Bills: 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. <u>Advocacy and Funding</u>: Reviewing the library's strategic plan at the half-way point.
      b. <u>Commitment to the Community</u>: Collecting diapers for the Jr. League of Rochester, mid- May-mid June.
      c. <u>Programs and Events</u>: June 1st begins a partnership with The Potter's Hands Foundation, we will host $5 rock kits for patrons to purchase, paint and bring back to the library for a rock garden. The funding supports the work the organization does in helping sex trafficking victims in the Rochester area.
      d. <u>Marketing</u>: working on June's brochure and summer fliers.
      e. <u>Technology</u>: The 3D printer is testing well. After policy is accepted, we will open up orders to the public.
      f. <u>User Experience</u>: There has been a 17% increase in circulation and reference from last year.
   b. **Director's Report:** In addition to circulation and reference increasing 17% from last year, programming and attendance are down from this time last year. The Fire District came out to inspect emergency lights and signs. Final phones were installed in meeting rooms and break room.
   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 was May 15th. There was not meeting in May. Annual meeting will occur on June 17th.
      b. Facilities/Operations report: Leaks continue to be an issue. Gallina, HVAC and roofing companies contacted.
      c. Finance report: Received the FFRPL grant.
      d. Nominating report: Trustees continue your 2 hr. required training.
      e. Personnel report: Executive session following meeting.
      f. Policies report: The 3D Printer Policy was represented to the board, see item 5d.
9. **Other Business:** None

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee May, seconded by Trustee Collins; motion carried unanimously. Meeting adjourned at 7:05 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary