

gates public library
Board of Trustees
June 25, 2025

Present: Cathy Rappazzo, Vice President; Katie Muscato, Secretary; Mary Yates; Kathleen Plum; Christine Hunt; Alex Collins; Amanda McGinnis; Mike Boedicker, Assistant Library Director; Andrew Loughlin, Town Councilman

Absent: Wendy Heffer, President, Theresa May; Jennifer Erler-Perry, Library Director

1. **Call to Order/Pledge of Allegiance/President's Comments:** Trustee Rappazzo, Vice President called the meeting to order at 6:01 PM with the Pledge of Allegiance.
2. **Guest/Public Comments:** None
3. **Guest Staff Comments:** Melissa McHenry, Media Librarian shared her many job duties and responsibilities.
4. **Town Councilman's Comments:** Councilman Loughlin shared information on events and happenings around the town.
5. **Action Items:**
 - a. **Agenda 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 May 28, 2025 minutes was made by Trustee McGinnis, seconded by Trustee Yates and carried unanimously.
 - c. **Personnel Report:** No report this month.
 - d. **Fines and Fee Schedule:** A motion to approve the revised Fines and Fee Schedule was made by Trustee Plum, seconded by Trustee Collins and carried unanimously.
6. **Financial Review:**
 - a. Motion to approve the Year-to-Date Report (May) was made by Trustee Yates, seconded by Trustee Muscato. Assistant Director Boedicker to report to board regarding question about a section of the YTD report.
 - b. Motion to approve Bills to Be Paid: A motion to approve the June 2025 for Claims #149-184, Accounts payable Claims #27243-27247 and Funds Transfer of Payroll 12 and 13 and FICA for a total of \$137,780.73 was made by Trustee Hunt, seconded by Trustee Yates and carried unanimously.
 - c. Signatory of Bills: July meeting will be Trustee Hunt. August meeting will be Trustee May. September meeting will be Trustee Collins. October meeting will be Trustee Muscato

7. **Reports:**

a. **Long Range Plan:**

- a. Advocacy and Funding: No highlight reported.
- b. Commitment to the Community: Assistant Director Boedicker gave a brief overview of a new initiative that the library is undertaking, the Sustainable Libraries Initiatives Certification.
- c. Programs and Events: No highlight reported.
- d. Marketing: No highlight reported.
- e. Technology: No highlight reported.
- f. User Experience: No highlight reported.
- b. **Director's Statistical Report**: Nothing of note to report.
- c. **Private Money Monthly Reports**: One of the CD matures soon and will be reinvested.
- 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: Highlights from the recent meeting were shared. Book sale coming up in July and Golf Tournament in August.
- b. Facilities/Operations report: Issues with the HVAC units continue.
- 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 Plum, seconded by Trustee Hunt; motion carried unanimously. Meeting adjourned at 7:01 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary