gates public library

Board of Trustees

July 23, 2025

Present: Wendy Heffer, President; Cathy Rappazzo, Vice President; Katie Muscato, Secretary; Theresa May; Mary Yates; Christine Hunt; Jennifer Erler-Perry, Library Director; Mike Boedicker, Assistant Library Director

Absent: Kathleen Plum; Amanda McGinnis; Alex Collins; Andrew Loughlin, Town Councilman

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. **Guest Staff Comments:** Anna Miskova, Library Clerk in Technical Services shared her many job duties and responsibilities.
4. **Town Councilman's Comments:** N/A
5. **Action Items:**
   a. **Agenda Changes:** A motion to approve the agenda was made by Trustee Hunt, seconded by Trustee May and carried unanimously.
   b. **Approve Minutes:** A motion to approve the June 25 2025 minutes was made by Trustee Muscato, seconded by Trustee May and carried unanimously.
   c. **Personnel Report:** No report this month.
   d. **Friends Memorandum of Understanding (MOU) with changes:** A motion to approve the Friends MOU was made by Trustee Rappazzo, seconded by Trustee Yates and carried unanimously.
   e. **Sustainability Policy:** A motion to approve the Sustainability Policy was made by Trustee Heffer, seconded by Trustee Yates and carried unanimously.
6. **Financial Review:**
   a. Motion to approve the Year-to-Date Report (June) was made by Trustee Hunt, seconded by Trustee May and carried unanimously.
   b. Motion to approve Bills to Be Paid: A motion to approve the July 2025 for Claims #185-225, Accounts payable Claims #27248-27249, 27271-27274 and Funds Transfer of Payroll 13, 14, 15 and FICA was made by Trustee Yates, seconded by Trustee Rappazzo and carried unanimously.

c. Signatory of Bills: August meeting will be Trustee May. September meeting will be Trustee Collins. October meeting will be Trustee Rappazzo. November meeting will be Trustee Heffer. December meeting will be Trustee May.

7. **Reports:**
   a. **Long Range Plan:**
      a. <u>Advocacy and Funding</u>: Committee chair provided a mid-point review for the committee.
      b. <u>Commitment to the Community</u>: Committee chair provided a mid-point review for the committee.
      c. <u>Programs and Events</u>: Committee chair provided a mid-point review for the committee.
      d. <u>Marketing</u>: Committee chair provided a mid-point review for the committee.
      e. <u>Technology</u>: A representative of the technology committee, provided a mid-point review for the committee.
      f. <u>User Experience</u>: Committee chair provided a mid-point review for the committee.
   b. **Director's Statistical Report:** Program numbers, library visits and circulation are down a little from last year.
   c. **Private Money Monthly Reports**: Nothing of note.
   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: July book sale needed to be promoted more, not the best attended sale.
      b. Facilities/Operations report: Assistant Library Director Boedicker will give committee a tour of the building. Energy usage was discussed, comparing before and after installation of LED lighting.
      c. Finance report: Library Director Erler-Perry presented an overview of the preliminary 2026 Budget in preparation of meeting with the Town next week.
      d. Nominating report: No report.
      e. Personnel report: No report.
      f. Policies report: See minutes item #5e – Sustainability Policy, present and voted on by the library board.
9. **Other Business:** None

Having no further business to discuss, a motion to adjourn the meeting was made by Trustee Rappazzo, seconded by Trustee Yates; motion carried unanimously. Meeting adjourned at 7:37 PM.

Respectfully submitted,

Brenda Bialaszewski
Recording Secretary